



*Meeting  
of the  
Vigo County Council  
March 12, 2019*

# VIGO COUNTY COUNCIL

March 12, 2019

6:00 P.M.

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**VIGO COUNTY COUNCIL**  
**Agenda**  
**Tuesday, March 12, 2019 at 6:00 P.M.**  
**Council Chambers, Vigo County Annex**

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
  - a. *February 12, 2019*
4. Public comment
5. Communications from elected officials of the County
6. Communications from other officials or agencies
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
  - a. Annual Budget
    - i. *Final Reading of Abatement for Futurex Industries*
      - *Resolution 2019-01 Personal Property Tax Abatement Futurex Industries*
      - *Resolution 2019-02 Real Property Tax Abatement Futurex Industries*
    - ii. *Resolution 2019-03 Interest in the Purchase of Property*
    - iii. *Resolution 2019-04 New Goshen Establishing Cum. Fire Equip. Fund*
    - iv. *Notice of Adoption- New Goshen*
    - v. *Resolution 2019-05 Sugar Creek Establishing Cum. Fire Equip. Fund*
    - vi. *Notice of Adoption-Sugar Creek*
  - b. Budget Adjustment
    - i. *Additional Appropriation 2019-03 Drug Court- Furniture*
    - ii. *Additional Appropriation 2019-04 Prosecutor- Vehicles*
    - iii. *Additional Appropriation 2019-05 Coroner- Transportation of Corpse*
    - iv. *Additional Appropriation 2019-06 Juvenile Center- Foods*
    - v. *Additional Appropriation 2019-07 Auditor- Professional Services*
  - c. Personnel
    - i. *Salary Ordinance 2019-05 Drug Court- Establish a new position*
    - ii. *Salary Ordinance 2019-06 Juvenile Court/CASA – New Full Time Position- Administrative Position*
    - iii. *Salary Ordinance 2019-07 Clerk- Poll Workers*
    - iv. *Salary Ordinance 2019-08 Clerk- Election Board*
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First Reading by summary reference of proposed ordinances and resolutions

# **VIGO COUNTY COUNCIL**

## **Agenda**

**Tuesday, March 12, 2019 at 6:00 P.M.**

**Council Chambers, Vigo County Annex**

13. Appointments

14. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 6:00 pm on March 12, 2019 to consider the following appropriations in excess of the budget of the current year.

**COUNTY GENERAL**

**CORONER/.0007**

32850 Transportation of Corpse	\$	55,000
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**JUVENILE/.0384**

25400 Foods	\$	50,000
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**AUDITOR/.0002**

37850 Professional Services	\$	40,000
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**TOTAL COUNTY GENERAL FUND**

\$	145,000
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**DRUG COURT/2511**

44480 Furniture	\$	7,830
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**TOTAL DRUG COURT FUND**

\$	7,830
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**PROSECUTOR-SEIZED ASSETS/4967**

44460 Vehicles	\$	23,000
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**TOTAL SEIZED ASSETS FUND**

\$	23,000
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**CASA/1212**

10010 Salaries	\$	29,539
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15210 FICA/ SS	\$	2,260
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15220 PERF	\$	4,195
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15230 Insurance	\$	21,852
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**TOTAL CASA FUND**

\$57,846
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JAMES W. BRAMBLE  
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, March 1, 2019  
TRIBUNE-STAR

## **RESOLUTION NO. 2019- 1**

### **A Resolution of the Vigo County Council Designating an Area Within Vigo County, Indiana as an Economic Revitalization Area for the Purpose of a Personal Property Tax Abatement**

WHEREAS, a Petition for 10 year personal property tax abatement has been filed with the Vigo County Council (hereinafter "Council") requesting that the property described therein be designated as Economic Revitalization Area for purposes of personal property tax abatement; and

WHEREAS, Futurex Industries Inc. (hereinafter the "petitioner,") has submitted a Statement of Benefits and provided all information and documentation necessary for the Council to make an informed decision, said information includes a description of the real property on which the project will be located a copy of which is attached hereto as Exhibit A (the "subject property") and the personal property to be abated.

WHEREAS, petitioner has represented and presented evidence that in connection with the project, Petitioner will retain 29 employees with an annual payroll of approximately \$896,000 and create approximately 8 new permanent full-time jobs with a total annual payroll of approximately \$199,000. Petitioner has further represented and presented evidence that the cost of this project will be approximately \$2,500,000 for acquisition of personal property and \$1,370,000 for real property improvements.

WHEREAS, the Council is authorized under the provisions of I.C. 6-1.1-12.1-1 et. seq. to designate areas of the County as economic revitalization areas for the purpose of tax abatement; and

WHEREAS, the Council has considered the petition and Statement of Benefits and has conducted a complete and proper investigation of the subject property and neighborhood to determine that the area qualifies as an economic revitalization area under Indiana statutes; and

WHEREAS, the Council has found the subject property to be located in an area where facilities that are technologically, economically, or energy obsolete are located and where the obsolescence may lead to a decline in employment and tax revenues and has become undesirable for or impossible of normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements, character of occupancy, age, obsolescence, substandard buildings and other factors which prevent normal development or use;

NOW, THEREFORE, IT IS FOUND, DETERMINED AND RESOLVED by the Council that:

1. The petitioner's estimate of the cost of new manufacturing equipment is reasonable for manufacturing equipment of that type in view of current technologies.

2. The petitioner's estimate of the number of individuals who will be employed and retained, and the benefits thereby, can reasonably be expected to result from the project and installation of new manufacturing equipment.

3. The petitioner's estimate of the annual salaries or wages of the individuals who will be employed and retained, and the benefit thereby, can reasonably be expected to result from the project and the installation of the new manufacturing equipment.

4. That the benefits about which information has been requested can reasonably be expected to result from the installation of the new manufacturing equipment.

5. Based upon: (1) the Petitioner's total investment in real and personal property; (2) the number of new full-time equivalent jobs created or retained; (3) the average wage of the new employees compared to the State minimum wage; and (4) the infrastructure requirements for Petitioner's investment and the totality of the benefits of the proposed project and installation of the new manufacturing equipment are sufficient to justify personal property tax abatement over a 10 year deduction period, in accord with the attached Deduction Schedule and each such deduction should be, and they are hereby, allowed in accord with the attached Abatement Schedule.

6. That the Council has considered the Petitioner's total investment in real and personal property, the number of new full-time equivalent jobs created by the project, the average wage of the new employees compared to the State minimum wage and the infrastructure requirements for Petitioner's investment and, based on such factors, has determined that the petition for designating the subject property as an economic revitalization area for the purposes of 10 year personal property tax abatement and the Statement of Benefits is hereby approved and the subject property is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 et. seq., and petitioner is entitled to the 10 year personal property tax abatement provided therein for the proposed project in accord with the Abatement Schedule attached as Exhibit B.

7. That notice hereof should be published according to law stating the adoption and substance hereof, that a copy of the description of the affected area is available for inspection in the County Assessor's Office and stating a date on which the Council will hear and receive remonstrances and objections and take final action, and copies thereof delivered to all affected taxing units, all as required by law.

8. That this Resolution is supplementary to and in addition to any prior resolutions.

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Aaron Loudermilk

\_\_\_\_\_  
James R. Mann II

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Mike Morris

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Vicki Weger

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David Thompson

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Chris Switzer

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Lisa Spence-Bunnett

This instrument prepared by Louis F. Britton, COX, ZWERNER, GAMBILL & SULLIVAN, LLP  
511 Wabash Avenue, Terre Haute, IN 47807; (812) 232-6003.



Exhibit A  
Personal Property Tax Abatement  
Futurex Industries Inc.  
Real estate description:

Parcel numbers: 84-13-03-100-003.000-024 and 84-13-03-100-008.000-024

**Personal Property Tax Abatement Resolution  
Futurex Industries, Inc.  
Abatement Schedule**

**YEAR OF DEDUCTION    PERCENTAGE**

1st	100%
2nd	90%
3rd	80%
4th	70%
5th	60%
6th	50%
7th	40%
8th	30%
9th	20%
10th	10%



# STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51764 (R4 / 11-15)

Prescribed by the Department of Local Government Finance

FORM SB-1 / PP

## PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

## INSTRUCTIONS

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body BEFORE a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect (IC 6-1.1-12.1-17)

SECTION 1 TAXPAYER INFORMATION										
Name of taxpayer <b>Futorex Industries Inc.</b>					Name of contact person <b>Doug Wilson</b>					
Address of taxpayer (number and street, city, state, and ZIP code) <b>169 E Smith St. Bloomington, IN 47832</b>							Telephone number <b>( 765 ) 498-3900 x2117</b>			
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT										
Name of designating body <b>Vigo County Council</b>							Resolution number (s)			
Location of property <b>10000 S. Carlisle St</b>					County <b>Vigo</b>		DLGF taxing district number <b>024 Linton</b>			
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) (4) plastic extrusion lines (4) Extrusion Rolls (4) Grinders (5) Blenders (1) Fork Lift (1) Gear box							ESTIMATED			
							START DATE		COMPLETION DATE	
					Manufacturing Equipment		March 1, 2019		December 31, 2019	
					R & D Equipment					
					Logist Dist Equipment					
IT Equipment										
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT										
Current number <b>29</b>		Salaries <b>896,355</b>		Number retained <b>29</b>		Salaries <b>896,355</b>		Number additional <b>8</b>		
								Salaries <b>199,680</b>		
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT										
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.			MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
			COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values			<b>4,570,409</b>	<b>1,371,120</b>						
Plus estimated values of proposed project			<b>2,500,000</b>	<b>2,500,000</b>						
Less values of any property being replaced										
Net estimated values upon completion of project			<b>7,070,409</b>	<b>3,871,120</b>						
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER										
Estimated solid waste converted (pounds) <b>0</b>					Estimated hazardous waste converted (pounds) <b>0</b>					
Other benefits:										
SECTION 6 TAXPAYER CERTIFICATION										
I hereby certify that the representations in this statement are true.										
Signature of authorized representative <i>Douglas W Wilson</i>							Date signed (month, day, year) <b>11-19-18</b>			
Printed name of authorized representative <b>Douglas W Wilson</b>					Title <b>Director of Finance / Treasurer</b>					

**FOR USE OF THE DESIGNATING BODY**

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

- A. The designated area has been limited to a period of time not to exceed \_\_\_\_\_ calendar years \* (see below). The date this designation expires is \_\_\_\_\_. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*
- B. The type of deduction that is allowed in the designated area is limited to:
- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| 1. Installation of new manufacturing equipment;            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18<br><i>Check box if an enhanced abatement was approved for one or more of these types.</i> |
| 2. Installation of new research and development equipment; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| 3. Installation of new logistical distribution equipment.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| 4. Installation of new information technology equipment;   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
- C. The amount of deduction applicable to new manufacturing equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. *(One or both lines may be filled out to establish a limit, if desired.)*
- D. The amount of deduction applicable to new research and development equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. *(One or both lines may be filled out to establish a limit, if desired.)*
- E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. *(One or both lines may be filled out to establish a limit, if desired.)*
- F. The amount of deduction applicable to new information technology equipment is limited to \$ \_\_\_\_\_ cost with an assessed value of \$ \_\_\_\_\_. *(One or both lines may be filled out to establish a limit, if desired.)*
- G. Other limitations or conditions (specify) \_\_\_\_\_
- H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:
- |                                 |                                 |                                 |                                 |                                  |   |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 4 | <input type="checkbox"/> Year 5  | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18<br>Number of years approved: _____<br><i>(Enter one to twenty (1-20) years; may not exceed twenty (20) years.)</i> |
| <input type="checkbox"/> Year 6 | <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 9 | <input type="checkbox"/> Year 10 |   |
- I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No  
If yes, attach a copy of the abatement schedule to this form.  
If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number (     )	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by: (signature and title of attester)	Printed name of attester	

\* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

**IC 6-1.1-12.1-17**

**Abatement schedules**

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

## **RESOLUTION NO. 2019- 2**

A Resolution of the County Council  
Designating an Area Within  
the Vigo County, Indiana as an Economic Revitalization Area  
for the Purpose of a Real Property Tax Abatement

WHEREAS, a Petition for 10 year real property tax abatement has been filed with the Vigo County Council (hereinafter "Council") requesting that the property described therein be designated as Economic Revitalization Area for purposes of real property tax abatement; and

WHEREAS Futurex Industries Inc. (hereinafter the "petitioner,") has submitted a Statement of Benefits and provided all information and documentation necessary for the Council to make an informed decision, said information includes a description of the real property on which the project is to be located which is more particularly described in Exhibit A (the "subject property").

WHEREAS, petitioner has represented and presented evidence that in connection with the project, Petitioner will retain 29 employees with an annual payroll of approximately \$896,000 and create approximately 8 new permanent full-time jobs with a total annual payroll of approximately \$199,000. Petitioner has further represented and presented evidence that the cost of this project will be approximately \$2,500,000 for acquisition of personal property and \$1,370,000 for real property improvements.

WHEREAS, the Council is authorized under the provisions of I.C. 6-1.1-12.1-1 et. seq. to designate areas of the County as economic revitalization areas for the purpose of tax abatement; and

WHEREAS, the Council has considered the petition and Statement of Benefits and has conducted a complete and proper investigation of the subject property and neighborhood to determine that the area qualifies as an economic revitalization area under Indiana statutes; and

WHEREAS, the Council has found the subject property to be an area where facilities that are technologically, economically, or energy obsolete are located and where the obsolescence may lead to a decline in employment and tax revenues and has become undesirable for or impossible of normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements, character of occupancy, age, obsolescence, substandard buildings and other factors which prevent normal development or use;

NOW, THEREFORE, IT IS FOUND, DETERMINED AND RESOLVED by the Council that:

1. The petitioner's estimate of the value of the redevelopment and rehabilitation and the project to be constructed on the subject real property is reasonable for projects of that nature in order to maintain, expand, update and improve opportunities and capacity for manufacturing.

2. The petitioner's estimate of the number of individuals who will be employed and retained, and the benefit thereby, can reasonably be expected to result from the project and the redevelopment and rehabilitation.

3. The petitioner's estimate of the annual salaries or wages of the individuals who will be employed and retained, and the benefit thereby, can reasonably be expected to result from the project and the redevelopment and rehabilitation.

4. That the other benefits about which information has been requested can be expected to result from the project and the redevelopment and rehabilitation.

5. The totality of the benefits of the proposed redevelopment and rehabilitation can reasonably be expected to result from the project and are sufficient to justify a 10 year real property tax deduction from assessed valuation under Indiana statutes, in accord with the attached Deduction Schedule and each such deduction should be, and they are hereby, allowed.

6. That the Council has considered the Petitioner's total investment in real and personal property, the number of new full-time equivalent jobs created by the Project, the average wage of the new employees compared to the State minimum wage and the infrastructure requirements for Petitioner's investment and, based on such factors, has determined that the petition for designating the subject property as an economic revitalization area for the purposes of 10 year real property tax abatement and the Statement of Benefits is hereby approved and the subject property is hereby designated as an Economic Revitalization Area pursuant to I.C. 6-1.1-12.1-1 et. seq., and petitioner is entitled to the 10 year real property tax abatement provided therein for the proposed redevelopment and rehabilitation in accord with the Abatement Schedule attached as Exhibit B.

7. That notice hereof should be published according to law stating the adoption and substance hereof, that a copy of the description of the affected area is available for inspection in the County Assessor's Office and stating a date on which the Council will hear and receive remonstrances and objections and take final action, with copies thereof delivered to all taxing units affected, all as required by law.

8. That this Resolution is supplementary to and in addition to any prior resolutions.

Passed in open Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Aaron Loudermilk

---

James R. Mann II

\_\_\_\_\_  
Mike Morris

\_\_\_\_\_  
Vicki Weger

\_\_\_\_\_  
David Thompson

\_\_\_\_\_  
Chris Switzer

\_\_\_\_\_  
Lisa Spence-Bunnett

This instrument prepared by Louis F. Britton, COX, ZWERNER, GAMBILL & SULLIVAN, LLP  
511 Wabash Avenue, Terre Haute, IN 47807; (812) 232-6003.

Exhibit A  
Real Property Tax Abatement  
Futurex Industries Inc.  
Real estate description:

Parcel numbers: 84-13-03-100-003.000-024 and 84-13-03-100-008.000-024



## Exhibit B

### Real Property Tax Abatement Futurex Industries Inc. Abatement Schedule

YEAR OF DEDUCTION	ABATEMENT PERCENTAGE
1st	100%
2nd	95%
3rd	80%
4th	65%
5th	50%
6th	40%
7th	30%
8th	20%
9th	10%
10th	5%



# STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☐ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)  
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

## INSTRUCTIONS:

- This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body BEFORE the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
- The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
- To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
- A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
- For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20____ PAY 20____
FORM SB-1 / Real Property
PRIVACY NOTICE
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

## SECTION 1

### TAXPAYER INFORMATION

Name of taxpayer

Futurex Industries Inc.

Address of taxpayer (number and street, city, state, and ZIP code)

169 E Smith St., Bloomington, IN 47832

Name of contact person

Doug Wilson

Telephone number

( 765 ) 498-3900 x2117

E-mail address

dougw@futurexplastics.co

## SECTION 2

### LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body

Vigo County Council

Resolution number

Location of property

10000 Carlisle St. Terre Haute, In 47802

County

Vigo

DLGF taxing district number

024 Linton

Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary)

24,000 sq foot steel building for custom plastic extrusion adjacent - south of current building

Estimated start date (month, day, year)

March 1, 2019

Estimated completion date (month, day, year)

December 31, 2019

## SECTION 3

### ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number	Salaries	Number retained	Salaries	Number additional	Salaries
29	896,355	29	896,355	8	199,680

## SECTION 4

### ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

	REAL ESTATE IMPROVEMENTS	
	COST	ASSESSED VALUE
Current values	1,800,000	1,168,500
Plus estimated values of proposed project	1,370,000	1,370,000
Less values of any property being replaced		
Not estimated values upon completion of project	3,170,000	2,538,500

## SECTION 5

### WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) 0

Estimated hazardous waste converted (pounds) 0

Other benefits

Plastic waste is recycled along with waste product from third parties

## SECTION 6

### TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative

*Douglas W. Wilson*

Date signed (month, day, year)

11-19-18

Printed name of authorized representative

Douglas W. Wilson

Title

Director of Finance / Treasurer

**FOR USE OF THE DESIGNATING BODY**

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

- A. The designated area has been limited to a period of time not to exceed \_\_\_\_\_ calendar years\* (see below). The date this designation expires is \_\_\_\_\_.
- B. The type of deduction that is allowed in the designated area is limited to:
1. Redevelopment or rehabilitation of real estate improvements ☐ Yes ☐ No
  2. Residentially distressed areas ☐ Yes ☐ No
- C. The amount of the deduction applicable is limited to \$ \_\_\_\_\_.
- D. Other limitations or conditions (specify) \_\_\_\_\_
- E. Number of years allowed: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 (\* see below)  
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?  
☐ Yes ☐ No  
 If yes, attach a copy of the abatement schedule to this form.  
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved (signature and title of authorized member of designating body)	Telephone number (      )	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by (signature and title of attester)	Printed name of attester	

\* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

**IC 6-1.1-12.1-17**

**Abatement schedules**

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

**RESOLUTION NO. 2019-03 AS AMENDED**

**RESOLUTION OF THE COUNTY COUNCIL OF VIGO COUNTY, INDIANA  
EXPRESSING INTEREST IN THE PURCHASE OF SPECIFIED REAL ESTATE AND  
APPOINTING APPRAISERS WITH RESPECT TO A POSSIBLE SITE  
FOR THE CONSTRUCTION OF A NEW JAIL**

WHEREAS, the Board of Commissioners (the "Commissioners") and the County Council of Vigo County, Indiana (the "Council") are considering the construction of a new jail facility (the "Project");

WHEREAS, a potential site for the Project selected by the Commissioners is certain real estate located at the northeast corner of Prairieton Road and Springhill Drive ("Site 1"); and

WHEREAS, another potential site for the Project selected by the Commissioners is certain real estate located at 2900 South State Road 63 ("Site 2"); and

WHEREAS, the Commissioners will request the Vigo County Council to appropriate money if they propose to purchase either Site 1 or Site 2; and

WHEREAS, the Council desires to express its interest in purchasing Site 1 or Site 2 and provide for the appointment of appraisers of Site 1 and Site 2.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF VIGO COUNTY, INDIANA, that:

Section 1. Pursuant to IC 36-1-10.5-5, the Council hereby expresses its interest in purchasing either Site 1 or Site 2.

Section 2. The Board of Commissioners of Vigo County, Indiana is authorized to appoint two appraisers to determine the fair market value of Site 1 and Site 2 in accordance with IC 36-1-10.5-5.

Section 3. Any officer of the County be, and hereby is, authorized, empowered and directed, on behalf of the County to take any other action necessary or desirable to effectuate the this resolution.

*Presented to the Vigo County Council, read in full and adopted as amended this \_\_\_\_ day of \_\_\_\_\_ 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo Auditor

**RESOLUTION 2019 - 04**  
**RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND**  
**NEW GOSHEN FIRE PROTECTION DISTRICT**

**Under Indiana Code 36-8-14**

**BE IT RESOLVED** by the VIGO COUNTY COUNCIL of VIGO, County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

*For all uses as set out in Indiana Code 36-8-14*

**BE IT FURTHER RESOLVED** that this Board will adhere to the provisions of Indiana Code 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2019 payable 2020.

**BE IT FURTHER RESOLVED** that proofs of publication of the public hearing held on the 12th day of March, 2019, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of the Vigo County Council this 12th day of March, 2019.

Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo Auditor

## NOTICE OF ADOPTION

To the taxpayers of New Goshen Fire Protection District, Indiana. You are hereby notified that on March 12, 2019, the Vigo County Council, Vigo County, Indiana, pursuant to notice heretofore given, and under and by virtue of IC 36-8-14 duly adopted a plan whereby a Cumulative Fire Equipment Fund was established to provide for the following:

### *For all uses as set out in Indiana Code 36-8-14*

The fund will be provided for by a property tax rate of \$.0333 per one hundred dollars (\$100.00) of taxable real and personal property within the taxing unit beginning in 2019 payable in 2020 and thereafter, continuing until reduced or rescinded.

Ten (10) or more taxpayers in the taxing unit who will be affected by the tax rate and corresponding levy may file a petition with the Vigo County Auditor not later than noon 30 days after the publication of this Notice setting forth their objections to the proposed cumulative fund. Upon the filing of the petition, the County Auditor shall immediately certify the same to the Department of Local Government Finance, at which point the Department will fix a date for and conduct a public hearing on the proposed cumulative fund before issuing its approval, disapproval, or modification thereof.

Dated this 12th day of March, 2019.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President _____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo Auditor

**RESOLUTION 2019 - 05**  
**RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND**  
**SUGAR CREEK FIRE PROTECTION DISTRICT**

**Under Indiana Code 36-8-14**

**BE IT RESOLVED** by the VIGO COUNTY COUNCIL of VIGO, County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

*For all uses as set out in Indiana Code 36-8-14*

**BE IT FURTHER RESOLVED** that this Board will adhere to the provisions of Indiana Code 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2019 payable 2020.

**BE IT FURTHER RESOLVED** that proofs of publication of the public hearing held on the 12th day of March, 2019, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of the Vigo County Council this 12th day of March, 2019.

Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/> Nay <input type="checkbox"/>	Absent <input type="checkbox"/> Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo Auditor



## NOTICE OF ADOPTION

To the taxpayers of Sugar Creek Fire Protection District, Indiana. You are hereby notified that on March 12, 2019, the Vigo County Council, Vigo County, Indiana, pursuant to notice heretofore given, and under and by virtue of IC 36-8-14 duly adopted a plan whereby a Cumulative Fire Equipment Fund was established to provide for the following:

### *For all uses as set out in Indiana Code 36-8-14*

The fund will be provided for by a property tax rate of \$.0333 per one hundred dollars (\$100.00) of taxable real and personal property within the taxing unit beginning in 2019 payable in 2020 and thereafter, continuing until reduced or rescinded.

Ten (10) or more taxpayers in the taxing unit who will be affected by the tax rate and corresponding levy may file a petition with the Vigo County Auditor not later than noon 30 days after the publication of this Notice setting forth their objections to the proposed cumulative fund. Upon the filing of the petition, the County Auditor shall immediately certify the same to the Department of Local Government Finance, at which point the Department will fix a date for and conduct a public hearing on the proposed cumulative fund before issuing its approval, disapproval, or modification thereof.

Dated this 12th day of March, 2019.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	

Attest:

James W. Bramble  
Vigo Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-03

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Drug Court User Fee Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>Drug Court User Fee</u>		
2511.44480.000.0000 Furniture	\$7,830	\$7,830

*Approved on this 12th day of March, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Jim Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-04

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Seized Assets Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>Seized Assets</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
Prosecutor		
4967.44460.000.0000 Vehicles	\$23,000	\$23,000

*Approved on this 12th day of March, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Jim Mann II
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-05

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>County General</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
Coroner		
1000.32850.000.0007 Transportation of Corpse	\$55,000	\$55,000

*Approved on this 12th day of March, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Jim Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-06

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>County General</u>		
Juvenile Center		
1000.25400.000.0384 Foods	\$50,000	\$50,000

*Approved on this 12th day of March, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Jim Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## ADDITIONAL APPROPRIATION ORDINANCE 2019-07

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>County General</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
Auditor		
1000.37850.000.0002 Professional Services	\$40,000	\$40,000

*Approved on this 12th day of March, 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Lisa Spence-Bunnett		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Chris Switzer		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
David Thompson		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Vicki Weger		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Mike Morris		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Jim Mann II		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aaron Loudermilk, President		

Attest:

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## SALARY ORDINANCE 2019-05

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2019, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County Drug Court Fund the following:

REQUESTED

APPROPRIATED

### DRUG COURT

Assistant Coordinator (PAT B)

- a. Adopt New Position
- b. Adopt Job Description
- c. Adopt Job Classification

Eliminates Coordinator position

*(Now paid out of Federal Grant Fund 8230 as of 10/01/2018.)*

*Approved on this 12th day of March 2019.*

<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Lisa Spence-Bunnett
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Chris Switzer
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	David Thompson
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Vicki Weger
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Mike Morris
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Jim Mann II
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Aaron Loudermilk, President

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## SALARY ORDINANCE 2019-06

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2019, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

REQUESTED

APPROPRIATED

**COUNTY GENERAL**  
**JUVENILE COURT**

Administrative Assistant

- a. Adopt New Position
- b. Adopt Job Description
- c. Adopt Job Classification

*Approved on this 12th day of March 2019.*

<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Lisa Spence-Bunnett _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Chris Switzer _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	David Thompson _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Vicki Weger _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Mike Morris _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Jim Mann II _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor



## **SALARY ORDINANCE 2019-07**

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2019, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the County General Fund the following:

		<u>REQUESTED</u>	<u>APPROPRIATED</u>
<b><u>General Fund/Election Board</u></b>			
Poll Workers	Inspectors	\$ 175	\$ 175
	Republican Judge	\$ 150	\$ 150
	Democrat Judge	\$ 140	\$ 140
	Epoll book clerks	\$ 140	\$ 140
	Exit Clerks	\$ 140	\$ 140

*Approved on this 12th day of March 2019.*

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Jim Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

## **SALARY ORDINANCE 2019-08**

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2019, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the County General Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<b><u>General Fund /Election Board</u></b>		
1st Election Board Member	\$ 6,500	\$ 6,500
2nd Election Board Member	\$ 3,100	\$ 3,100
3rd Election Board Member	\$ 3,100	\$ 3,100
Clerk to Election Board	\$ 5,350	\$ 5,350
Asst. Election Board Member	\$ 2,000	\$ 2,000
Asst. Election Board Member	\$ 2,000	\$ 2,000

*Approved on this 12th day of March 2019.*

<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Lisa Spence-Bunnett _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Chris Switzer _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	David Thompson _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Vicki Weger _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Mike Morris _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Jim Mann II _____
<b>Aye</b> <input type="checkbox"/>	<b>Absent</b> <input type="checkbox"/>	
<b>Nay</b> <input type="checkbox"/>	<b>Abstain</b> <input type="checkbox"/>	Aaron Loudermilk, President _____

*Attest:*

\_\_\_\_\_  
James W. Bramble  
Vigo County Auditor

The fire protection districts are wanting to re-establish the Cumulative Firefighting Building and Equipment fund to the maximum rate available by statute. These funds are used to purchase equipment such as SCBA's, firefighter gear, fire trucks, etc.

	Current Rate	New Rate	Additional Funds
Sugar Creek Fire Protection District	0.0243	0.0333	21,381.00
New Goshen Fire Protection District	0.0258	0.0333	14,820.00

**NOTICE TO TAXPAYERS OF HEARING ON PROPOSED  
CUMULATIVE FIRE EQUIPMENT FUND**

Notice is hereby given the taxpayers of New Goshen Fire Protection District, Vigo County, Indiana that the Vigo County Council will consider at 127 Oak Street, Terre Haute, Indiana at 6:00pm on 12th day of March, 2019, the establishment of a Cumulative Fire Equipment Fund for New Goshen Fire Protection District under the provisions of Indiana Code 36-8-14 for the purposes as follows:

For all used as set out in Indiana Code 36-8-14.

The tax will be levied on all taxable real and personal property within the taxing district and will not exceed \$.0333 per \$100 of assessed valuation. The proposed fund will be levied beginning with taxes due and payable in the year 2020. Taxpayers appearing at such hearing shall have the right to be heard thereon. The proposal for establishment of the Cumulative Fire Equipment Fund is subject to approval by the Department of Local Government Finance, who will require a Notice of Submission to be given to the taxpayers by publication. After the publication of the Notice of Submission, ten (10) or more taxpayers in the taxing district may file a petition with the County Auditor not later than thirty (30) days after publication, setting forth their objections to the proposed levy.

Dated this 26th day of February, 2019

Daniel Pigg, Treasurer

**RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND**

**Under Indiana Code 36-8-14**

BE IT RESOLVED by the District Board of New Goshen Fire Protection District, Vigo County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of IC 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2019 payable 2020.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 12th day of March, 2019, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of said District Board of New Goshen Fire Protection District.

Dated this 12th day of March, 2019.

NAYS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AYES

X Daniel D. Deane  
X Samuel J. Lane  
X Gay R. Garpolini  
X Daniel Pegg

Attest:

X Daniel Pegg

Treasurer

New Goshen Fire Protection District Vigo County

**NOTICE TO TAXPAYERS OF HEARING ON PROPOSED  
CUMULATIVE FIRE EQUIPMENT FUND**

Notice is hereby given the taxpayers of Sugar Creek Fire Protection District, Vigo County, Indiana that the Vigo County Council will consider at 127 Oak Street, Terre Haute, Indiana at 6:00pm on 12th day of March, 2019, the establishment of a Cumulative Fire Equipment Fund for Sugar Creek Fire Protection District under the provisions of Indiana Code 36-8-14 for the purposes as follows:

For all used as set out in Indiana Code 36-8-14.

The tax will be levied on all taxable real and personal property within the taxing district and will not exceed \$.0333 per \$100 of assessed valuation. The proposed fund will be levied beginning with taxes due and payable in the year 2020. Taxpayers appearing at such hearing shall have the right to be heard thereon. The proposal for establishment of the Cumulative Fire Equipment Fund is subject to approval by the Department of Local Government Finance, who will require a Notice of Submission to be given to the taxpayers by publication. After the publication of the Notice of Submission, ten (10) or more taxpayers in the taxing district may file a petition with the County Auditor not later than thirty (30) days after publication, setting forth their objections to the proposed levy.

Dated this 26th day of February, 2019

Carol A. Holbert, Secretary/Treasurer

## RESOLUTION ESTABLISHING CUMULATIVE FIRE EQUIPMENT FUND

~~Under Indiana Code 36-8-14~~

BE IT RESOLVED by the District Board of Sugar Creek Fire Protection District, Vigo County, Indiana that a need now exists for the establishment of a Cumulative Fire Equipment Fund for the following purposes:

For all uses as set out in Indiana Code 36-8-14

BE IT FURTHER RESOLVED that this Board will adhere to the provisions of IC 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2019 payable 2020.

BE IT FURTHER RESOLVED that proofs of publication of the public hearing held on the 12th day of March, 2019, and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of said District Board of Sugar Creek Fire Protection District.

Dated this 12th day of March, 2019.

NAYS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AYES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

Carol A. Holbert Secretary/Treasurer

Sugar Creek Fire Protection District Vigo County

# Vigo County Drug Court

Superior Court Division 5

Michael Rader, Judge

33 South 3<sup>rd</sup> Street

Terre Haute, Indiana 47807

Phone: 812-231-1488

Fax: 812-234-0272

Dennis Eisman  
Coordinator

Mallory Pugh  
Case Manager

January 11, 2019

To Whom It May Concern:

Our program is requesting that we be approved to use appropriated funds within our program's cash balance to provide payment for a purchase order for office furnishings for the Vigo County Drug Court Program.

In September 2018, our program was awarded a five-year federal grant from the Substance Abuse and Mental Health Association under the Department of Health and Human Services. This grant has set forth specific guidelines, requirements, and deadlines that our program has to meet in order to keep our funding. It has provided us funding for salary/wages and benefits, travel and training expenses, office supplies and equipment, and more. Two major requirements of the federal grant include the expansion of our staff and expansion of our active participants.

In order for our program to meet these required benchmarks, our program must expand our staff and our office space. The current Drug Court offices are housed on the first floor of the courthouse in a very small office. We are currently operating an entire program with two individuals who are sharing this small space. With the requirements looming, our program had to acquire a new office location that allots for expansion of space. With the expansion of office space and staff, the Vigo County Drug Court program will have to purchase office furnishing for our offices to fully operate at our capacity.

Our financial budget currently allows for \$7,800.00 in office supplies and new equipment. These funds are allotted through county, state, and federal funding. We are requesting to use funds within our cash reserve to cover these expenses to assure that we have funding to allow for the purchase of office supplies and other equipment throughout our fiscal year.

The purchase order from Thiemann's Office Supplies is enclosed.

If you have any additional questions or concerns, please contact me.

Thank you,

*Michael Rader* MR





Mallory Pugh  
Office Furniture Quote  
January 9, 2019

---

Break Room

1ea	34420/62588	42" square table, light grey, bistro height	\$350.00ea
4ea	59499	Bistro chairs, silver.	\$97.00ea
TOTAL			\$738.00

Waiting Area

6ea	83113	Black plastic chairs.	\$92.0ea
TOTAL			\$552.00

New Hire

1ea	AM-313N-WAL	L desk, walnut	\$945.00ea
2ea	83113	Black plastic chairs.	\$92.00ea
1ea	MT9400	Work chair, black	\$275.00ea
TOTAL			\$1404.00

Dennis

1ea	AM-313N-WAL	L desk, walnut	\$945.00ea
2ea	83113	Black plastic chairs.	\$92.00ea
TOTAL			\$1129.00

New Hire

1ea	AM-313N-WAL	L desk, walnut	\$945.00ea
2ea	83113	Black plastic chairs.	\$92.00ea
1ea	MT9400	Work chair, black	\$275.00ea
TOTAL			\$1404.00

[www.thiemannop.com](http://www.thiemannop.com)

34 North 6th Street • Terre Haute, IN 47807 Ph: 812.235.8149 Fax 812.234.3333



---

Reception

1ea MT9400 Work chair, black \$275.00ea

TOTAL \$275.00

Mallory

1ea MNCNZ63/MNBFF/MNFF.LDC Credenza with files, mocha \$777.00

1ea MNDSHA63.LDC Height adj desk, mocha \$1269.00

2ea 83113 Black plastic chairs. \$92.00ea

TOTAL \$2230.00

Grand Total \$7830.00  
Plus tax if applicable

Thank you for the opportunity to quote on this furniture. If you have any questions please let me know.

Lead time on furniture is 2 to 3 weeks plus a few days to get product scheduled and assembled.

Thanks,  
Chandra

[www.thiemannop.com](http://www.thiemannop.com)

34 North 6th Street • Terre Haute, IN 47807 • Ph: 812.235.8149 • Fax 812.234.3333



**TERRY R. MODESITT**  
**PROSECUTING ATTORNEY**  
**OF VIGO COUNTY**  
VIGO COUNTY COURT HOUSE  
33 SOUTH THIRD STREET  
TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



To: Vigo County Council

February 5, 2019

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the February 2019 Council Meeting.

An Additional appropriation for \$23,000.00 to the Equipment New line item in Seized Assets (4967). This will be used to purchase a vehicle for THPD.

Respectfully Submitted,

/s/ Robert E. Roberts  
Chief Deputy Prosecuting Attorney  
Vigo County, Indiana



**SUSAN S. AMOS, M.D.**

**VIGO COUNTY CORONER**

January 15, 2019

183 Oak Street  
Terre Haute, IN 47807  
(812) 462-3360  
Fax: (812) 231-4429

Jim Bramble  
Vigo County Auditor

Dear Mr. Bramble:

Please place this request before the Vigo County Council for attention at their meeting on February 12, 2019. I am requesting that an amount of \$25,000.00 be appropriated from the County General Fund and be put into Account No. 32-850 Transportation.

The purpose for this additional money is to replace that amount which was removed on January 8, 2019 from the 2019 Transportation Fund to pay for compensation for removals that were done from April 2010, through February 12, 2018.

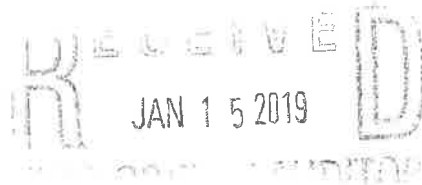
I am also requesting that an amount of \$30,000.00 be appropriated from the County General Fund for transportation purposes due to the high volume of cases that have occurred over the last couple of years resulting in over 200 coroner cases per year.

Total request \$55,000.00.

Respectfully submitted,

Susan S. Amos, MD  
Vigo County Coroner

Donna Weger/Deputy Coroner/Office Manager





James R. Jenkins  
Director

February 12, 2019

Vigo County Auditor  
Attn: James Bramble  
121 Oak Street  
Terre Haute, In 47807

Re: Food Line Item

County Auditor

I would like to request the sum amount of \$50,000.00 be added to the Vigo County Juvenile Justice Center General Fund Account. This money will be established to pay for meals for the detainee's at the center independently from the Vigo County Sheriff's Department.

Respectfully Submitted,

A handwritten signature in black ink, which appears to read "James R. Jenkins". The signature is written in a cursive style with large, flowing letters.

James R. Jenkins



## Vigo County Auditor

VIGO COUNTY ANNEX  
131 OAK STREET  
TERRE HAUTE, INDIANA 47807  
(812) 462-3261 FAX: (812) 231-0091

James W. Bramble, CPA, Auditor  
[james.bramble@vigocounty.in.gov](mailto:james.bramble@vigocounty.in.gov)

March 4, 2019

To: Vigo County Council

Re: Amended Request 19-014

I am amending Request of Council 19-014 to \$40,000.00 for an inventory of the County's capital assets and the development of an asset capitalization policy for the County. The State Board of Accounts identified this as an area of noncompliance in our last audit. We are required to begin financial reporting in compliance with Generally Accepted Accounting Principles for 2019. This will fulfill one requirement for that.

Sincerely,

A handwritten signature in black ink, appearing to read "J. W. Bramble", written in a cursive style.

James W. Bramble  
Auditor



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

**MANAGEMENT LETTER COMMUNICATING NONCOMPLIANCE**

**TO: THE COUNTY AUDITOR and COUNTY COMMISSIONERS OF VIGO COUNTY, INDIANA**

The Indiana State Board of Accounts is providing this letter to communicate certain matters noted during our audit related to noncompliance with applicable laws and/or uniform compliance guidelines established by the Indiana State Board of Accounts. Our audit covered the period January 1, 2017 to December 31, 2017.

The matters noted below describe identified instances of noncompliance found during our audit that did not, in our opinion, warrant comment in your official report at this time, but are being communicated for your information. Please be advised that we will review the status of these items during our next engagement. Continued noncompliance could result in the matters noted being reportable in your next report.

***Matters Noted***

**CAPITAL ASSETS**

The County has not properly maintained a complete inventory of capital assets owned. Capital Asset inventory has not been updated for infrastructure additions since 2007. Sheriff, Health, and Highway are the only departments that keep a current detailed inventory. Other County inventory records have not been updated for several years.

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

This communication is intended solely for the information and use of management, governance, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

Lori Burch  
Audit Manager

November 20, 2018

## ***Peterson Consulting Services, Inc.***

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1030 South La Grange Road, Suite 23  
La Grange, Illinois 60525-2899  
708/310-0185 / 0186 Direct  
jon.peterson@pcsi-consulting.com

December 27, 2018

Ms. Jim Bramble  
County Auditor  
Vigo County  
121 Oak Street  
Terre Haute, Indiana 47807

Dear Jim:

This letter will serve to discuss the County's reporting of capital assets for financial reporting purposes and follows our presentation at the recent Indiana Association of County Auditors Conference on October 24th and our conference call discussion with you and Cheryl on Thursday, November 29th.

### **Background**

We wish to propose to assist the County and to facilitate its process of financial reporting relative to the capital asset provisions of the Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments.

Further, there is a Generally Accepted Accounting Principle (GAAP) compliance concern for a government's issuance of debt (particularly Bond Indebtedness). Per the Indiana State Board of Accounts GAAP compliance will be required for fiscal years ending 12/31/19 and thereafter.

Indirect Cost Reimbursement also requires that a capital asset report be available for review for the calculation of the indirect costs of providing services and these include, for example, depreciation expense as to annual and accumulated amounts.

This project will involve establishing the necessary capital asset information at the County. We will utilize available information to the extent possible. We also point out that the current capital asset information may not have been updated comprehensively for years and likely includes unreported asset retirements and may be missing assets that were never recorded for financial reporting purposes. With this re-establishment of data there will be adjustments to existing capital asset balances.



The Indiana State Board of Accounts states in various documents and manuals:

***"...Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the Capital Asset Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana, Chapter 17)."***

We will discuss this project relating to capital assets for accounting and financial reporting with the current independent auditors, the Indiana State Board of Accounts if requested as to the assumptions, reasoning, use of available information, use of estimates, and approaches utilized.

This letter is separated into three sections including (1) Capital Assets - General Infrastructure and Regulated Drains (2) Capital Assets - Land, Buildings, Machinery and Equipment, Vehicles, and Computer Software and (3) Establishing a Vigo County Capital Asset Policy.

### **Professional Services / Project Scope**

Our intended services would achieve the following:

#### **Capital Assets - General Infrastructure and Regulated Drain Tiles**

In our role as facilitator in the County's process of meeting the financial reporting standards related to general infrastructure assets as delineated in GASB Statement No. 34 we will:

- Conduct a review of the requirements of GASB Statement No. 34 relating to general infrastructure with accounting staff and representatives of your office, Engineering, Highway, Planning, Surveyor, GIS and others deemed appropriate by you (we would prepare a discussion guide for this session)
- Establish general infrastructure information and define general infrastructure subsystems, networks, and classifications and defining units of measure
- Establish a more detailed road inventory that indicates roads by functional class with specific road name, estimated length, estimated historical cost, estimated date of acquisition, etc.
- Establish the County's rights-of-way information and the estimated historical cost and estimated fair value of rights-of-way

- Establish an inventory of Regulated Drains (drain tiles) as to estimated length, estimated historical cost, estimated date of installation, etc. We would develop averages of length per Township within the County and an allocation per decade as to estimated date of acquisition/installation
- Provide general infrastructure templates to facilitate the recording of necessary accounting and financial reporting data elements e.g., year of acquisition, historical cost, estimated useful asset life, etc. (we will likely use the Indiana Local Transportation Assistance Program/Purdue University Assistance Manual which Government Fixed Asset Services, Inc. co-developed in 2004 and revised and updated in 2013)
- Provide review and input of the County's aging of general infrastructure assets and the allocation and aging of the rights-of-way (establishing date of acquisition or estimated date of acquisition)
- Provide review and input as to general infrastructure asset lifing (estimated useful asset lives for accounting and depreciation purposes)
- Provide review and input regarding the County's recording of historical cost or estimated historical cost
- Generate worksheets in summary indicating general infrastructure balances as of the 12/31/19 fiscal year
- Discuss with the Highway Department the creation of a Construction-in-Progress (CIP) account for the 12/31/19 fiscal year end as it relates to general infrastructure

**Capital Assets - Land, Buildings, Machinery and Equipment, Vehicles, and Computer Software**

Our services would:

- Establish property record information by providing input as to inclusion of assets above a \$5,000 capitalization threshold as well as the appropriate exclusion of assets
- Provide asset templates to facilitate the recording of the necessary data elements e.g., asset description, estimated year of acquisition, estimated historical cost, asset useful life, annual depreciation, accumulated depreciation, net book value, etc.
- Provide review and input in the establishment of current replacement cost to be utilized in the normal costing process (establishing estimated historical cost for accounting and financial reporting purposes) should this be warranted
- Provide review and input as to the aging of assets (establishing date of acquisition or estimated date of acquisition)

- Provide price trends and cost indexes to facilitate deflating replacement cost to estimated historical cost (will include appropriate trends for buildings, machinery and equipment, and vehicles) should this be warranted
- Provide review and input regarding the County's estimated useful lives for depreciation purposes related to buildings, machinery and equipment, and vehicles
- Generate reports in summary indicating capital asset balances as of the 12/31/19 fiscal year
- Discuss with the County the creation of a Construction-in-Progress (CIP) account for the 12/31/19 fiscal year end as it relates to buildings and building improvements

### **Capital Asset Policy**

- Provide input to establish a Vigo County Capital Asset Policy for financial reporting purposes in light of the disclosure requirements of GASB Statement No. 34 and the focus on major capital assets
- Develop a Capital Asset Policy that potentially increases the capitalization threshold from \$5,000 on a unit basis to potentially a higher amount and also establishes varied thresholds at higher amounts for infrastructure improvements, building additions and improvements, etc.
- Address establishing estimated useful asset lives
- Discuss depreciation method and convention as to the calculation of annual, accumulated, and net book value amounts
- Address in general the procedures of accounting for capital assets initially and on an annual basis
- Develop a Capital Asset Policy document to guide Vigo County in areas related to the updating a fixed asset property record by defining with examples the concepts of capital v. expense expenditures and improvement v. repair/maintenance expenditures with reference to additions and retirements
- Discuss in general the control of minor but sensitive assets at the department level that are below the capitalization threshold

### **Summary**

It is our mutual understanding that the County will most effectively implement these accounting and reporting requirements through organization and utilization of internal resources, information, and staff. Important in this series of tasks is the third-party

perspective we bring to the overall implementation effort of the County regarding the significant capital assets including general infrastructure.

Again, the understanding is that we will be assisting the County in its creation of final data elements and reports. Our intention is to provide considerations and direction for this project.

The benefits of this approach may also include an increased capacity for the County for capital asset accounting for financial reporting purposes currently and in future years. Please review the limiting conditions included with this letter.

### **Fees**

Our fee for this engagement is \$34,500 for general infrastructure including roads, bridges, and rights of way of the County Highway Department, the Regulated Drains (installed drain tiles) of the County Surveyor, and the general capital assets including buildings, equipment, and vehicles, etc. as delineated, plus expenses. The development of a Vigo County Capital Asset Policy will also be provided. Invoices will be payable as our work proceeds.

### **References**

You will note in the enclosed selected client listing that we have served governments across the United States. Local governments in Indiana recently served or currently being served include the City of Hartford City, Wells County, Whitley County, Elkhart County, Steuben County, DeKalb County, Noble County, Wabash County, Tippecanoe County, Carroll County, White County, Starke County, Lake County, Delaware County, Town of Churubusco, Town of Waterloo, City of Goshen, City of Elwood, the Indiana Department of Transportation (INDOT), the Indiana Convention Center and Lucas Oil Field, and South Bend Airport.

Finally, we have also conducted GASB Statement No. 34 Capital Asset and General Infrastructure Seminars and Presentations for the Indiana State Board of Accounts, the National Government Finance Officers Association, and the Indiana Local Transportation Assistance Program of Purdue University.

**Mr. Jim Bramble**  
**December 27, 2018**  
**Page 6**

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**Conclusion**

We thank you, Jim, for the confidence expressed with your request of this letter. We look forward to working with you and to serving Vigo County.

Very truly yours,

**Peterson Consulting Services, Inc.**

**Jon C. Peterson**      *December 27, 2018*  
Jon C. Peterson, CPA      DATE

**Engagement Acceptance**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

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**Peterson Consulting Services, Inc.**

## **Limiting Conditions**

Our services do not constitute an appraisal, opinion, or attestation. Our services do seek to provide assistance to you in your reporting of capital assets for financial reporting purposes.

This service includes a role as a facilitator in the process of establishing and/or maintaining necessary information. The purpose of the service is to assist your government's implementation of applicable capital asset reporting requirements for financial reporting purposes.

We are not responsible for any non-performance on the part of your government as this implementation will be your ultimate responsibility. This work and the inherent management decisions made and information prepared is subject to the concurrence and approval of your independent auditors.

GASB Statement No. 34 capital asset implementation is subject to the approval and concurrence of your government's independent auditors.

No opinion regarding technical matters including, but not limited to, accounting, appraisal, insurance, engineering, or regulatory issues is offered with this service. Clients are advised to seek the advice, if need be, of competent specialized professionals with regard to these matters.

The actual report of your capital assets for financial reporting purposes will be prepared by you and staff within your government. Our assistance is that of direction, facilitation, and enhanced communication.

Information provided by you is presumed reliable, reasonably accurate, and complete. We will not undertake an audit or other verification of the information and will not attest to its accuracy or completeness. We assume no responsibility for errors and omissions.

When our work is complete, our work papers and files developed during the course of this service will be retained for a period of one year. Regarding the inventory, aging, costing, lifing, and other steps conducted by you and staff at your government, the resulting work papers will be retained by you.

## **Section II**

**Indiana Client References**  
***Government Fixed Asset Services, Inc.***

City of Valparaiso, Indiana

State of Indiana Department of Transportation (INDOT), Indianapolis, Indiana

City of Hartford City, Indiana

Morgan County, Martinsville, Indiana

City of Hammond, Indiana

Sanitary District of Hammond, Indiana

City of Gary, Indiana

Town of Chesterton, Indiana

City of Lafayette, Indiana

Hendricks County, Danville, Indiana

Allen County, Fort Wayne, Indiana

Tippecanoe County, Lafayette, Indiana

Henry County, New Castle, Indiana

Lake County, Crown Point, Indiana

City of Richmond, Indiana

Johnson County, Franklin, Indiana

City of East Chicago, Indiana

City of Greenwood, Indiana

White County, Monticello, Indiana

Monroe County, Bloomington, Indiana

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***Peterson Consulting Services, Inc.***



Carroll County, Delphi, Indiana  
Monroe County Community School Corporation, Bloomington, Indiana  
Warrick County, Boonville, Indiana  
Starke County, Knox, Indiana  
Elkhart County, Goshen, Indiana  
Wells County, Bluffton, Indiana  
DeKalb County, Auburn, Indiana  
Steuben County, Angola, Indiana  
City of Goshen, Indiana  
Boone County, Lebanon, Indiana  
Town of North Judson, Indiana  
Town of Merrillville, Indiana  
Town of Munster, Indiana  
Benton County, Fowler, Indiana  
City of Shelbyville, Indiana  
City of Connersville, Indiana  
Wabash County, Wabash, Indiana  
City of Elwood, Indiana  
City of Anderson, Indiana  
City of Marion Utilities, Marion, Indiana  
Town of Shipshewana, Indiana  
Noble County, Albion, Indiana

Town of Churubusco, Indiana

Town of Waterloo, Indiana

Delaware County, Indiana

**Other**

Indiana Local Technical Assistance Program – School of Engineering, Purdue University

Indiana State Board of Accounts

Indiana Convention Center and Lucas Oil Stadium, Indianapolis, Indiana

South Bend Airport, South Bend, Indiana

### **Section III**

**Michael M. Nielsen**  
**Government Fixed Asset Services, Inc.**  
**Long Beach, Indiana**  
**219 221 6177**  
**nielsen@fixedassetservices.com**

Michael M. Nielsen is Director, Government Fixed Asset Services, Inc., Chicago, Illinois. This firm was established in 1999 to serve state and local governments exclusively. Nielsen's areas of activity include GASB Statement No. 34 assessment and planning studies and implementation assistance, capital asset policy and procedure reviews, and general consulting related to property accounting for financial reporting purposes in government.

**Representative Accomplishments**

In addition to business development, advisory, and implementation activities, Nielsen has focused efforts on issues and developments relating to property management and accounting for capital assets for financial reporting purposes. Past and present areas of involvement include:

Past interface with the Governmental Accounting Standards Board regarding fixed asset accounting and infrastructure reporting issues

Instructor of the Government Finance Officers Association Capital Asset Accounting and Reporting Seminar (conducted two to three times per year) 1987 to present

Professional presentations include the National Government Finance Officers Association Annual Conference and state finance officer organizations of the following:

New England	Ohio	New Mexico	Mississippi
Virginia	Indiana	Wyoming	Louisiana
North Carolina	Michigan	Colorado	Kentucky
South Carolina	Illinois	Washington	Minnesota
Alabama	Wisconsin	Montana	Iowa
Mississippi	Minnesota	Connecticut	Arizona
Kansas	Alaska	Nebraska	

Nielsen is a current advisor to the GFOA Standing Committee on Accounting, Auditing and Financial Reporting and has assisted in the development of a number of Recommended Practices:

- 1.) *Establishing Appropriate Capitalization Thresholds for Fixed Assets*
- 2.) *Establishing the Estimated Useful Lives of Capital Assets*
- 3.) *The Need for Periodic Inventories of Capitalized Fixed Assets*
- 4.) *Ensuring Control over Noncapitalized Items*

**Background**

Nielsen has spent approximately 35 years with the appraisal and accounting consulting professions with a commitment to governments and, especially, municipalities and counties. He established

Government Fixed Asset Services, Inc. in 1999. Nielsen received a BA degree from DePaul University of Chicago and an advanced degree from Loyola University of Chicago.

**Jon C. Peterson, CPA**  
***Peterson Consulting Services, Inc.***  
**La Grange, Illinois 60525**  
**708 310 0185**  
**jon.peterson@pcsi-consulting .com**

## **SUMMARY**

In conjunction with Government Fixed Asset Services, Peterson Consulting Services, Inc. provides fixed asset/infrastructure consulting and accounting services to numerous state and local governments. Our clients include large counties, municipalities and other state and local governmental units having infrastructure cost bases of \$95M to over \$1.2B.

The infrastructure that we typically handle typically includes roads, bridges, highways, sanitary and storm sewers, water treatment plants, parks, athletic facilities, airports, convention centers and other infrastructure and property owned by local municipalities, county and state governmental entities.

Specific services we provide include identification of previously unrecorded governmental fixed assets/infrastructure, determination of asset acquisition and replacement costs using various engineering models, property record remediation and development, representation before state and local auditors, and development of fixed asset policies and procedures.

Many of our clients had previously received adverse audit comments regarding non-compliance with GASB 34 infrastructure or other reporting requirements in their annual financial reports. We successfully brought each of these clients into full conformity with all reporting requirements, resulting in the removal of adverse audit comments in their respective annual financial reports

## **CLIENTELE**

Our Indiana clientele is listed under Michael Nielsen's qualifications reflected in Section III (above).

## **PRIOR EXPERIENCE**

**Peterson Consulting Services, Inc.** (La Grange, Illinois)  
President – Governmental Fixed Asset Accounting Services

**Cap Gemini Ernst & Young, LLC** (Chicago, Illinois & New York)  
Manager – Consulting Services

**Valuation Counselors, Inc.** (Chicago, Illinois)

Vice President – Mergers & Acquisitions

**Ernst & Young**

Senior Manager – Mergers & Acquisitions (Chicago, Illinois)

## **EDUCATION**

**THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS**

Masters in Business Administration, Concentration in Finance and Marketing

**WESTERN ILLINOIS UNIVERSITY**

Bachelors in Business Administration/Accountancy, Psychology Minor

## **CERTIFICATIONS**

- Certified Public Accountant (CPA), registered in Illinois
- Accredited in Business Valuation (ABV), American Institute of Certified Public Accountants
- Certified in Financial Forensics (CFF), American Institute of Certified Public Accountants
- Certified Valuation Analyst (CVA), National Association of Certified Valuation Analysts
- Fellow (FHFMA), Health Care Financial Management Association

## **AFFILIATIONS & APPOINTMENTS**

- Advisory Board of the Western Illinois University Department of Accountancy
- Past President of the University of Chicago's Booth School of Business Alumni Club
- Illinois CPA Society (ICPAS) Media Ambassador/Expert Resource for Media Consultants
- ICPAS Consulting Services Executive Committee
- American Institute of Certified Public Accountants
- National Association of Certified Valuation Analysts
- Trustee for the Village of La Grange (Illinois) Firefighters Pension Board
- Past President of the Keynoters Toastmasters Club located in Chicago

# Vigo County Drug Court

Superior Court Division 5

Michael Rader, Judge

33 South 3<sup>rd</sup> Street

Terre Haute, Indiana 47807

Phone: 812-231-1488

Fax: 812-234-0272

Dennis Eisman  
Coordinator

Mallory Pugh  
Case Manager

January 10, 2019

To Whom It May Concern:

Enclosed you will find the application for job classification review form for the Vigo County Drug Court Program to open a new position as a full-time Assistant Coordinator.

We are requesting that this position be created as soon as possible.

The position as an Assistant Coordinator with the Vigo County Drug Court program is requested to be classified as a PAT B position, with a starting salary of \$41,159.00 per year. This position would be county funded for salary and benefits. The job description is included.

In September 2018, our program was awarded a five-year federal grant from the Substance Abuse and Mental Health Association under the Department of Health and Human Services. This grant has set forth specific guidelines, requirements, and deadlines that our program has to meet in order to keep our funding. It has provided us funding for salary/wages and benefits, travel and training expenses, office supplies and equipment, and more. Two major requirements of the federal grant include the expansion of our staff and expansion of our active participants.

The first major benchmark that our program must meet under the regulations of the federal grant is to hire a full-time case manager each year during the duration of the grant from 2018 to 2023. The creation of this position is key to the success of our program. If we are unable to add additional full-time staff with case management responsibilities during our fiscal year of August 2018 to August 2019, we will be unable to meet the requirement of our second benchmark which is expanding our active participants from our current caseload of thirty (30) participants to over eighty (80).

With the creation of the Assistant Coordinator position, our program will be able to meet the expectations and benchmarks set forth from the program's federal funding. The Assistant Coordinator position will allow some of the daily responsibilities of case management and supervision to be alleviated from the Coordinator position, therefore allowing the Drug Court Coordinator to have the ability to focus more on the federal grant requirements and responsibilities, court expansion, and community outreach. The Assistant Coordinator will take on a case load of approximately fifteen (15) to twenty-five (25) participants, which allow the Drug Court program to meet the regulations set forth from the program's federal grant funding. The Assistant Coordinator position will help provide structure and daily oversight of the program, therefore ensuring improvement in the daily operations.

It is pertinent that our program meets the requirements of our federal funds; without these funds our program will not thrive. Our county has already seen the effects of the closure of the Vigo



# Vigo County Drug Court

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Coordinator

Mallory Pugh  
Case Manager

County Drug Court program before. It would be a detrimental side effect to our program, our County, and our community if we were unable to meet the expectations and requirements of our federal funding.

To ensure that the hired candidate is able to meet all expectations of their job, that individual would need to attend the "Problem-Solving Courts New Staff Orientation" that is hosted by the Indiana Offices of Court Services in Indianapolis, Indiana. These trainings are held on March 13, 2019.

A second major requirement for a full-time staff position with case management responsibilities is the ability to hold an Indiana Risk Assessment Systems (IRAS) certification. This certification is vital to the day-to-day operations of our program in the sense that it allows case management staff to provide an evaluation/assessment for potential participants to assess their risk and needs. This is vital to our program because without the certification, a case manager cannot fulfill their job requirements. The certification for IRAS training is hosted by the Indiana Offices of Court Services in Indianapolis, Indiana. The dates for this training are March 20, 2019 and March 21, 2019.

If you have any questions or concerns, please contact me.

Thank you,

A handwritten signature in dark ink, appearing to read "Michael Rader" followed by a small mark that could be "MR".

## JOB CLASSIFICATION REVIEW FORM

### County of Vigo, Indiana *an Equal Opportunity Employer*

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

*☞ Attach additional pages as needed; return to HR*

Job title: Assistant Coordinator Payroll no. on salary ordinance: \_\_\_\_\_  
Department: Vigo County Drug Court Date: January 10, 2019  
☒ Full-time ☐ Part-time ☒ Exempt ☐ Non-exempt  
Current pay grade: PAT B Requested pay grade: \_\_\_\_\_  
Current pay \$ 41,159 per year Proposed pay \$ \_\_\_\_\_ per \_\_\_\_\_  
Employee(s) in this position:

#### TYPE OF ACTION REQUESTED

- ☒ Create position ☐ Abolish position ☐ Seniority review  
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues  
☐ Reclassification due to change in duties, responsibilities, work conditions, etc.  
☐ Other *Please describe:*

#### Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

Due to the federal funding and the increase in work volume and demands of the federal grant, the creation of an Assistant position will help facilitate meeting greater work demands by reducing some of the daily responsibilities from the Coordinator- therefore allowing the Coordinator to focus on grant management, budget, and court expansion.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no  
If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☐ yes ☐ no If not, explain why the existing description is no longer accurate:

**Questions 4 through 8 to be completed by Elected Official/Department Head**

4. Are the job functions described on this form currently being performed by your office/ department?  
☐ yes ☒ no If yes, name those job title(s) and classifications:

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_ \*Classification: \_\_\_\_\_

*\* Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? ☐ yes ☒ no  
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:

Due to the federal funding, we are obligated to increase our staff and active participants within our program. This expansion will result in an increase in work volume/case load for staff.

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If yes, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

The additional position of Assistant Coordinator will help our program expand to provide services to more individuals in our community. We will be able to provide treatment services to more individuals, while reducing jail populations, and also will be able to reintegrate individuals into the community as

productive members of society.



**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

POSITION: Assistant Coordinator  
DEPARTMENT: Drug Court  
WORK SCHEDULE: As Scheduled  
JOB CATEGORY: PAT B

DATE WRITTEN: January 2019      STATUS: Full-Time  
DATE REVISED: \_\_\_\_\_      FLSA: Non-Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodations to qualified employees and applicants with disabilities who require accommodations to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.**

Incumbent serves as Assistant Coordinator for the Vigo County Drug Court Program, responsible for overseeing, directing, and communicating daily operations for Drug Court including formulating policies and procedures, assisting the Coordinator with daily operations, maintaining a minimal caseload, and monitoring caseload for case manager staff.

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.**

**DUTIES:**

The Assistant Coordinator will also act as the supervisory staff in the absence of the Vigo County Drug Court Coordinator.

***Administration Duties:***

Through assisted decision making with the Coordinator, the Assistant Coordinator will assist in planning, organizing, directing, and conducting administrative and/or management duties related to the operations of the Vigo County Drug Court Program. These duties include but are not limited to the assistance of creating and management of the Drug Court Team, advocating for participants, the development of sanctions and incentives for participants, and the collection of communication of vital information for the compliance, supervision, treatment, and success of each participant and the program. The Assistant Coordinator will provide supervision to case management staff, office staff, and other individuals working with the Vigo County Drug Court Program.

Through education, experience, and executive decisions, the Assistant Coordinator will provide assessment and evaluation as a certified user of the IRAS. These assessments and evaluations

accurately determine which candidates are found eligible and appropriate to become participants in the Vigo County Drug Court Program. This assures that the target population is being met and that the risks and needs of participants are accurately addressed and referred for success in the program.

Through training certification, and professional communication, the Assistant Coordinator mediates between the Drug Court Program participants, the Governing Body, the Court, and the supervision of the Indiana Offices of Court Services, assuring that all statutes, guidelines, rules, and regulations, and best standard practices are adhered to for compliance and certification. This includes the monitoring of all service providers, sober living facilities, and self-help groups to ensure they meet all requirements and statutes of Indiana Offices of Court Services such as Division of Mental Health Association certifications, licensure, and certified training for the facilitation of screen collection.

Through independent organization and personal contact, the Assistant Coordinator is responsible for assisting with community outreach. This outreach includes constant communication and ongoing education of community resources for recovery, not only in Vigo County, but in other surrounding areas. The Assistant Coordinator will assist the Coordinator in maintaining relationships with other drug court programs, volunteer programs, employment and education agencies, 12 step programs, and sober living facilities. These relationships allow the Assistant Coordinator to help monitor and engage participants in recovery while maintaining compliance with the State statutes.

The Assistant Coordinator, with the direction of the Coordinator, will be responsible for the independent collection and organization of all participant's information concerning treatment, screening, self-help requirements, employment, and all other programs requirements to determine compliance and success in the program. The Assistant Coordinator will assist in generating reports and communicating these to the team on a weekly and monthly basis to assist and assure that all participants are meeting requirements, and also that the participant's risks and needs are addressed to insure success and also reduce recidivism.

#### ***Case Management Duties:***

Through case management, the Assistant Coordinator will supervise a caseload of offenders of an average of fifteen (15) to twenty-five (25) participants, including directing participants to participants in behavioral and cognitive behavioral programs. The Assistant Coordinator will conduct orientation sessions with program participants, explaining expectations, requirements, and guidelines, performing intake procedures, interviewing and screening participants, completing necessary paperwork, and identifying and coordinating appropriate services. The Assistant Coordinator will conduct risk/needs assessments and develop individualized treatment plans for program participants.

The Assistant Coordinator will answer telephone calls, greet office visitors, provide information and assistance, answer questions, schedule and reschedule appointments, take messages, and/or direct to appropriate office or departments.

The Assistant Coordinator will maintain client records and information in hard copy files and electronic databases, will maintain confidentiality and security of client information, closely monitor offenders' compliance with program guidelines and treatment plans, which may include conducting home and/or work visits and collect urinalysis samples. The Assistant Coordinator will also maintain case files, compile and analyze data, prepare and provide case update, progress, and assists with statistical reports as appropriate. The Assistant will conduct period assessments and assist offenders in transitioning into the community following successful completion of court-ordered programs and provides information and referrals as necessary, including referring participants to community resources.

The Assistant will appear for court status hearings of clients regarding violations, or as requested by the Courts, and informs and updates on client's progress. The position will also work closely with county departments, private employers, and community groups to coordinator programs and promote communication and cooperation.

The Assistant Coordinator will also serve as a liaison between participants and other agencies, such as housing, mental health, and Department of Family Services.

#### **DIFFICULTY OF WORK:**

Incumbent performs duties which are somewhat restricted in scope, governed by the Judge and Indiana Office of Court Services, otherwise requiring executive decision making, independent thinking, logical and analytical processing, based on experience, education, and training. Daily decisions are based on consideration and independent organization and prioritization, and their potential interrelationships. Guidelines are well established in some cases, yet many requiring independent judgement in adapting to individual cases and situations, with the need for positive, and immediate action, revision, and adaptation.

#### **RESPONSIBILITY:**

Incumbent applies standard policies and procedures created by coordinator in determining appropriate programs for participants. Incumbent may receive administrative or advisory assistant through supervision of the Governing Body and the Indiana Offices of Court Services, especially in unusual or unprecedented situations.

#### **PERSONAL WORK RELEATIONSHIPS:**

Incumbent maintains in frequent contact and communication with Coordinator, co-workers, other County Departments, program participants, treatment providers, sober living facilities, employment and education agencies, Judges, attorneys, prosecutors, Indiana Offices of Court Services, Indiana Criminal Justice Institute, and the community for purposes of the exchanging and explanation of information and coordinating of services.

Incumbent reports directly to the Drug Court Coordinator and Governing Body (Superior Court Division 5 Judge).

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 20 to 50 pounds, bending, reaching, close vision, handling/grasping objects, speaking clearly, and hearing sounds and communication. Incumbent may be exposed to potentially violent/irate individuals. Incumbent may work extended hours, and regularly work evenings, and travels out of town for training and conferences, sometimes overnight to complete continuing education and/or revision to program required by Indiana Offices of Court Services for maintaining compliance and certification.

### **JOB REQUIREMENTS:**

Bachelor's degree in criminal justice, social work, public administration, or other human services field. In addition, candidate must have experience in the fields of addiction, mental health, social services, or closely related field, with one (1) year of supervisory experience- or the equivalent combination of education, training, and court management experience.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Possession of a valid driver's license and a demonstrated safe driving record.

Must be at least 21 years of age.

Knowledge of standard policies and practices of department operations, Indiana Risk Assessment Systems (IRAS), INCITE, and Motivational Interviewing, with ability to accurately complete required reports, and apply and adapt procedures as cases demand, and possess the ability to obtain and maintain IRAS certification.

Knowledge of assigned program areas and services available to clients from government, social and private agencies, with ability to make referrals and assist clients with programs as needed; ability to effectively interview individuals, assess skills/abilities, coordinate schedules, and assist individuals in transitioning into the Community.

Working knowledge of standard English grammar, spelling, punctuation, and ability to prepare detailed written reports within established deadlines, ability to read and interpret detailed prints, sketches, reports, specifications, and map; and also have the ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral and/or written form.

Ability to work alone, with minimum supervision, and with others in a team environment; ability to work on several task at the same time, work rapidly for long periods of time, often under time pressure.

Knowledge of basic filing systems, ability to create and maintain accurate Department files and records, ability to operate standard office equipment, including but not limited to computer, typewriter, fax machine, copier/printer, telephone, and scanner.



Must have the ability to apply knowledge of people and/or locations, to implement delegation properly of assigned work projects.

Must have ability to provide expert testimony in legal/court proceedings.

Must have the ability to occasionally work extended hours, evenings, and travel out of town for training and certifications.

Ability to effectively communicate orally and in written form with co-workers, other County departments, program participants, attorney's, treatment providers, various local agencies, medical facilities, surrounding County agencies, employment agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements; ability to comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.; and ability to competitively serve the public with diplomacy and respect, including occasional encounters with hostile individuals.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

This job description for the position of an Assistant Coordinator for Drug Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Type Name



To: Vigo County Council

Reference: Mediation Program Request for Full time Position Administration Assistant

From: Division 3 Superior/Circuit Court Judge: Sarah Mullican, Juvenile Court Magistrate: Dan Kelly, CASA Director: Glenna Cheesman

February 4, 2019

In 2018 in collaboration with Vigo County CASA, Juvenile Court, Vigo County Circuit/Superior Court Division 3 was awarded a "Draw Down Grant" from the Court Improvement Program (CIP) from the Indiana Supreme Court for a Mediation Program for CHINS/TPR cases in Vigo County. The goal of the Mediation Program is to offer parties a collaborative approach to quickly and reduce the number of contested hearings. (Attached is a copy of the grant for your reference.)

**REQUEST TO COUNCIL:**

It is requested as per the grant requirements that the existing CASA administrative assistant position be converted to full time position under the County General Funds for Juvenile court. This position is currently grant funded by CASA as a part-time position.

This request is to address the additional duties added to facilitate the Mediation Program which is funded by the CIP. The funds from this grant are to solely cover the cost of the mediators used in facilitation, as no additional staffing was provided for in the grant.

The additional administrative duties will include: assignment of Mediator from contractual services, process payment claims with auditor, organize the mediation court schedule, data gathering, coordination /communication with all parties, and additional data keeping requirement for reporting purposes. (Job description is attached)

The cost is estimated at the as a classification of COM A base rate of \$16.23/hr=29,538.60 + FICA \$2,259.70 + PERF \$4,194.48 = \$35,992.78 + the additional estimated insurance requirements for full time of \$22,000 for a total of: \$57,992.78. This is an estimation only as position will need to be sent for review and classification under county requirements for full time positions. All other personnel are already in place with no additional personnel costs required at this time.

The above request is crucial to the organizational requirements of the Vigo County CASA program as well as the additional requirements for the Mediation CHINS/TPR program that will be necessary for the successful implementation of this program.

Thank you,

Respectfully,

Glenna Cheesman  
CASA Director

**COURT IMPROVEMENT PROGRAM  
GRANT AGREEMENT  
Vigo-CIP-2018B**

This Grant Agreement (this "Grant Agreement"), entered into by and between the Indiana Supreme Court, Office of Judicial Administration, Indiana Office of Court Services (the "IOCS") and Vigo Circuit/Superior Court #3 (the "Subrecipient"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

**1. Purpose of this Grant Agreement; Grant Funds.**

- A. The purpose of this Grant Agreement is to enable IOCS to subaward a grant, in an amount specified by IOCS in the Award and Requirements document (**Exhibit A**) and more fully documented in Subrecipient's application (the "Application") (**Exhibit B**) both Exhibits are hereby incorporated fully by reference.
- B. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by the Indiana Supreme Court. The funds received by the Subrecipient pursuant to this Grant Agreement shall be used only to implement the project or provide the services in conformance with this Grant Agreement and for no other purpose.

**2. Representations and Warranties of the Subrecipient.**

- A. The Subrecipient expressly represents and warrants to IOCS that it is statutorily eligible to receive these Grant funds and that the information set forth in its grant application is true, complete and accurate. The Subrecipient expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined by IOCS either that it was ineligible to receive the funds, or it made any material misrepresentation on its grant application.
- B. The Subrecipient certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Subrecipient.

**3. Implementation of and Reporting on the Project.**

- A. The Subrecipient shall implement and complete the approved project in accordance with **Exhibits A and B**. Modification of the approved project shall require prior written approval of IOCS.
- B. The Subrecipient shall submit to IOCS written progress reports as outlined in **Exhibit A**.

**4. Term.**

This Grant Agreement commences on **October 1, 2018** and shall remain in effect through **September 30, 2019**.

## **5. Grant Funding.**

- A. IOCS shall fund this grant in the amount specified in **Exhibit A**. The approved project is set forth in **Exhibit B**. The Subrecipient shall not spend more than the amount for each item without the prior written consent of IOCS, nor shall the project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of IOCS.
- B. The disbursement of grant funds to the Subrecipient shall not be made until all documentary materials required by this Grant Agreement have been received and approved by IOCS and this Grant Agreement has been fully approved by IOCS.

## **6. Payment of Claims.**

- A. All payments shall be made 35 days in arrears in conformance with State of Indiana fiscal policies and procedures and, as required by IC §4-13-2-14.8, by the direct deposit by electronic funds transfer to the financial institution designated by the Subrecipient in writing.
- B. Requests for payment will be processed as outlined in **Exhibit A**.

## **7. Project Monitoring by IOCS.**

IOCS may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Subrecipient shall extend its full cooperation and give full access to the Project site and to relevant documentation to IOCS or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in **Exhibit A**, the grant application, and the terms and conditions in **Exhibit B**;
- B. the actual expenditure of state, local and/or private funds expended to date on the project is in conformity with **Exhibits A and B** and that unpaid costs have been properly accrued;
- C. that Subrecipient is making timely progress with the project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in project reports submitted to IOCS.

## **8. Audits and Maintenance of Records.**

The Subrecipient is a "subrecipient" of federal grant funds under 2 C.F.R. 200.330. If required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements), Subrecipient shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.*

## **9. Compliance with Laws.**

- A. The Subrecipient shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are

hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by IOCS and the Subrecipient to determine whether the provisions of this Grant Agreement require formal modification.

- B. The Subrecipient and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State of Indiana as set forth in IC §4-2-6, *et seq.*, IC §4-2-7, *et seq.* and the regulations promulgated thereunder. **If the Subrecipient has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in this Grant, Subrecipient shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant.** If the Subrecipient or its agents violate any applicable ethical standards, the IOCS may, in its sole discretion, terminate this Grant immediately upon notice to the Subrecipient. In addition, the Subrecipient may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- C. The Subrecipient certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. The Subrecipient agrees that any payments currently due to the State of Indiana may be withheld from payments due to the Subrecipient. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Subrecipient is current in its payments and has submitted proof of such payment to the State of Indiana.
- D. The Subrecipient warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and agrees that it will immediately notify IOCS of any such actions. During the term of such actions, the Subrecipient agrees that IOCS may suspend funding for the Project. If a valid dispute exists as to the Subrecipient's liability or guilt in any action initiated by the State of Indiana or its agencies, and IOCS decides to suspend funding to the Subrecipient, the Subrecipient may submit, in writing, a request for review to the Office of Judicial Administration (OJA). A determination by OJA shall be binding on the parties. Any disbursements that IOCS may delay, withhold, deny, or apply under this section shall not be subject to penalty. The Subrecipient warrants that the Subrecipient and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for IOCS. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with IOCS.
- E. The Subrecipient warrants that the Subrecipient and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for IOCS. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with IOCS.
- F. The Subrecipient affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC §5-22-3-7:

- (1) The Subrecipient and any principals of the Subrecipient certify that:
  - (A) the Subrecipient, except for de minimis and nonsystematic violations, has not violated the terms of:
    - i. IC §24-4.7 [Telephone Solicitation Of Consumers];
    - ii. IC §24-5-12 [Telephone Solicitations]; or
    - iii. IC §24-5-14 [Regulation of Automatic Dialing Machines];in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and
  - (B) the Subrecipient will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.
- (2) The Subrecipient and any principals of the Subrecipient certify that an affiliate or principal of the Subrecipient and any agent acting on behalf of the Subrecipient or on behalf of an affiliate or principal of the Subrecipient, except for de minimis and nonsystematic violations,
  - (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty- five (365) days, even if IC §24-4.7 is preempted by federal law; and
  - (B) will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement even if IC §24-4.7 is preempted by federal law.

#### **10. Employment Eligibility Verification.**

As required by IC §22-5-1.7, the Subrecipient hereby swears or affirms under the penalties of perjury that:

- A. The Subrecipient has enrolled and is participating in the E-Verify program;
- B. The Subrecipient has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Subrecipient does not knowingly employ an unauthorized alien.
- D. The Subrecipient shall require its contractors who perform work under this Grant Agreement to certify to Subrecipient that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Subrecipient shall maintain this certification throughout the duration of the term of a contract with a contractor.

IOCS may terminate for default if the Subrecipient fails to cure a breach of this provision no later than thirty (30) days after being notified by IOCS.

#### **11. Funding Cancellation.**

When the Chief Administrative Officer of OJA makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Chief Administrative Officer that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

#### **12. Governing Law.**

This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

### **13. Information Technology Requirements.**

If this Grant involves information technology-related products or services, Subrecipient agrees that any such product or services are compatible with the technology standards, including the assistive technology standard, that can be found at <https://www.in.gov/iot/2394.htm>. IOCS may terminate this Grant if the terms of this paragraph are breached.

### **14. Nondiscrimination.**

Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Subrecipient covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Subrecipient certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Subrecipient understands that IOCS is a recipient of federal funds, and therefore, where applicable, Subrecipient and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

### **15. Notice to Parties.**

Whenever any notice, statement or other communication is required under this Grant, it shall be sent by first class mail or via an established courier / delivery service to the following addresses, unless otherwise specifically advised.

- A. Notices to IOCS shall be sent to:  
Angela Reid-Brown, CIP Administrator  
Indiana Office of Court Services  
251 N. Illinois Street, Suite 800  
Indianapolis, Indiana 46204

- B. Notices to the Subrecipient shall be sent to: (Include contact name and/or title, name of Subrecipient & address)

Judge Sarah Mullican

Vigo Circuit/Superior Court #3

33 South Third Street

Terre Haute, IN 47807

- C. As required by IC §4-13-2-14.8, payments to the Subrecipient shall be made via electronic funds transfer in accordance with instructions filed by the Subrecipient with the Indiana Auditor of State.

### **16. Order of Precedence.**

Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal law or other controlling document described in paragraph 20, below; (2) this Grant Agreement, (3) exhibits prepared by IOCS, (4) Invitation to Apply for Grant, (5) the Grant Application, and (6) exhibits prepared by Subrecipient.

**17. Remedies for Noncompliance with Grant Agreement.**

IOCS may take action to remedy noncompliance with this Grant Agreement in accordance with Exhibit A.

**18. Federal and State Third-Party Contract Provisions.**

Subrecipient and, if applicable, its contractors shall comply with the federal grant / contract provisions attached as Exhibit A and incorporated fully herein.

**Non-Collusion, Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Subrecipient, or that the undersigned is the properly authorized representative, agent, member or officer of the Subrecipient. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Subrecipient, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Grant, the Subrecipient attests to compliance with the disclosure requirements in IC 4-2-6-10.5.**

**In Witness Whereof**, Subrecipient and IOCS have, through their duly authorized representatives, entered into this Grant. The parties, having read and understood the foregoing terms of this Grant, do by their respective signatures dated below agree to the terms thereof.

[Subrecipient]

By: Sarah Mullican  
Sarah Mullican Judge, Vigo Circuit Court

Indiana Office of Court Services

By: Justin P. Forkner  
Justin P. Forkner, Executive Director

Name and Title Printed

Date: 9/23/2018

9/21/2018

Date: \_\_\_\_\_





## **GRANT AGREEMENT EXHIBIT A**

Indiana Supreme Court  
Court Improvement Program  
Award and Requirements

October 1, 2018 – September 30, 2019

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Subaward Recipient: Vigo Circuit/Superior Court #3

Award Number: Vigo-CIP-2018B

Total Amount of Federal Funds Committed by this Subaward: \$18,000

Funding Category: \$18,000 Basic grant for CHINS and TPR mediation services

Date of Award: September 21, 2018

Funding for the subaward comes from federal funds received by the Indiana Supreme Court from the United States Department of Health and Human Services (HHS), Administration for Children & Families under provision of the State Court Improvement Program-Catalog of Federal Assistance (CFDA) # 93.586. Federal Award Date May 24, 2018. Amount of Federal Award \$211,942.

By acceptance of this subaward, the Subrecipient agrees to comply with the standards and requirements detailed below. Failure to comply may result in the loss of Court Improvement Program funds and may be considered grounds for the suspension and termination of the grant.

### **Federal Program Standards**

1. These awards are governed by and subject to the following federal regulations, program policies and instructions:
  - 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - 2 CFR Parts 180 and 376 – Nonprocurement Debarment and Suspension
  - Part B of Title IV of the Social Security Act (specifically, §438 of the Act);
  - Program Instruction ACYF-CB-PI-16-05;
  - 45 CFR Part 16-Procedures of the Department Grant Appeals Board;
  - 45 CFR Part 30-Claims Collection;
  - 45 CFR Part 75-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards
  - 45 CFR Part 80-Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
  - 45 CFR Part 81-Practice and Procedure for Hearings Under Part 80 of this Title;
  - 45 CFR Part 84-Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Assistance;

- 45 CFR Part 86-Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
  - 45 CFR Part 87-Equal Treatment for Faith-Based Organizations;
  - 45 CFR Part 91-Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
  - 45 CFR Part 93-New Restrictions on Lobbying; and
  - 45 CFR Part 95 Subpart E-Cost Allocation Plans.
2. Subawards shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under these programs. (See 45 CFR 87)
  3. Subawards shall not be used to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of government, through the use of other resources. (See 45 CFR 93)
  4. No organization may receive Court Improvement Program subawards if the organization has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35).
  5. To the greatest extent practicable, all equipment and products purchased with subaward funds should be American-made.
  6. **When issuing statements, press releases and other documents describing projects or programs funded by the Court Improvement Program, the Subrecipient shall clearly state (1) the percentage of the total costs of the program or project financed by Court Improvement Program funds, (2) the dollar amount of the Court Improvement Program funds for the project or program, and (3) the percentage and dollar amount of the total cost of the project or program that will be financed by non-Court Improvement Program funds.**
  7. In accordance with Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Failure to comply with the provision of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

8. In accordance with provisions of Title V, Subtitle D of Public Law 100-690 (41 USC 701 et seq.), the "Drug-Free Workplace Act of 1988," all Subrecipients must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The Subrecipient must notify the Court Improvement Program and the Administration for Children and Families if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. (See 2 CFR Part 382).
9. These subawards are subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>.

#### **Indiana Court Improvement Program Standards**

1. Funds awarded under this program must not be used for construction or the purchase of land.
2. Funds awarded through this program must be expended for the purposes for which they were awarded and within the period allotted, in accordance with the deadlines discussed below. The Court Improvement Program reserves the right to reduce the subaward or terminate the subaward at any time if it becomes apparent that the subaward funds are not being used or will not be expended by the end of the grant term. All subawards are subject to the availability of funds and to any modifications or additional requirements that may be imposed by law.

#### **Reporting Requirements**

1. Quarterly reports are due on January 30<sup>th</sup>, April 30<sup>th</sup>, July 30<sup>th</sup> and October 30<sup>th</sup>. A final report is due within 45 days of the end of the grant period. All reports must be submitted on the forms provided on the CIP website at <http://www.in.gov/judiciary/cip/2357.htm>. Please check the website to ensure you are using the most up to date report form at the time of submission. Failure to submit timely reports may result in delay of grant payments or in the termination of the grant.
2. Information collected from reports will be used to monitor funded programs and assist the Court Improvement Program in determining if the program is meeting its stated goals and objectives. The Court Improvement Program reserves the right to use reported program data in statistical reports, annual reports and other publications for general distribution.
3. Details of programs and projects funded by Court Improvement Program grant funds may be made available in reports, documents or on the Court Improvement Program website to promote best practices and replication of successful programs and projects.

4. The Subrecipient will publish or otherwise make available to the public, as requested by the Court Improvement Program, the results of work conducted or produced with Court Improvement Program grant funds. The Subrecipient will provide one copy of any published material to the Court Improvement Program.

#### **Award Administration Requirements**

1. **Accounting System.** All Subrecipients are required to establish and maintain adequate accounting systems and financial records to accurately account for funds awarded to them. Subrecipients must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Subrecipients should keep detailed accounting records and documentation to track all the following information:
  - Federal funds awarded
  - Federal funds drawn down
  - Matching funds
  - Program income
  - Contracts expensed against the award
  - Expenditures
2. **Total Project Cost Budgeting and Accounting.** To ensure adequate fiscal administration, accounting, and auditability of all federal funds received, records should be established using the "total project cost". This includes all the following types of funding sources:
  - Federal funds
  - State funds
  - Match
  - Program income
  - Any other funds received for the program
3. **Commingling of Funds.** The accounting systems must ensure that agency funds are not commingled with funds from other federal or private agencies.
  - Subrecipients must account for each award separately.
  - Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.
  - Funds specifically budgeted and/or received for one project may not be used to support another.
  - If the Subrecipient's automated general ledger accounting system cannot comply with this requirement, a system should be established to adequately track funds according to each budget category.
4. **Payments.** "Draw Down" is the term used to describe the process when a Subrecipient requests and receives money under a subaward agreement. To Draw Down funds, Subrecipients should submit a **Court Improvement Program Cash Request Form**. Cash request forms must be emailed to [cip@courts.in.gov](mailto:cip@courts.in.gov). **Supporting documentation such as paid invoices and timesheets must be provided to CIP with each cash request to verify the amount of funds requested for reimbursement and the amount**

**match provided.**

Subrecipient should Draw Down only what is needed. Subrecipient should request funds on a reimbursement basis. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred. Draw Down requests should be timed to ensure that federal cash on hand is the minimum needed for disbursements/reimbursements to be made immediately or within 10 days. If not spent or disbursed within 10 days, funds must be returned to the Indiana Supreme Court.

5. **Obligation of Funds.** An obligation is a legal liability for which funds are committed and disbursement is expected to occur during a specified time. For example, if an order is placed for a piece of equipment to be purchased with award funds, the order is an obligation. See 2 C.F.R. § 200.71 (definition of "Obligations").

The subaward period for this grant is October 1, 2018 to September 30, 2019.

Obligations must occur during the grant period. An obligation occurs when funds are committed, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the begin date and up to the last day of the grant period. See 2 C.F.R. § 200.309 (Period of Performance). Any funds not obligated by the Subrecipient by the end of the award period will lapse. No additional obligations can be incurred after the end of the grant period.

6. **Matching or Cost Sharing Requirements.** Funds awarded under the Indiana Court Improvement Program may not constitute more than 75 percent of the total program expenditures. Therefore, a 25 percent match derived from non-federal sources is required. The 25 percent required match might come from state funds, local funds, cash or in-kind contributions. Further, to meet federal program standards and administrative requirements, **the required match must be made concurrent with and in proportion to the use of Court Improvement Program grant funds.** There are two kinds of match:

- Cash match (hard) includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with federal funds, except acquisition of land, when applicable.
- Third party in-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. "In-kind" may be in the form of services, supplies, real property, and equipment.

For example, if in-kind match is permitted by law, then the value of donated services can be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient of the contributions expends them as allowable costs. Documentation supporting the market value of in-kind match must be maintained in the award recipient files. Valuation of in-kind match may take one of the following forms:

Valuation of donated services. Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be

counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program.

**Volunteer services.** Subrecipient rates for third-party volunteer services must be consistent with those rates ordinarily paid for similar work in Subrecipient's organization. If the Subrecipient does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

**Employees of other organizations.** When an employer other than a Subrecipient furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay plus an amount of fringe benefits, but exclusive of overhead costs. For additional guidance on cost sharing or matching, please review 2 C.F.R. § 200.306.

**Valuation of third party donated supplies, equipment, or space.** If a third party donates supplies, equipment, or space, the value must not exceed the fair market value of the property at the time of donation.

**Please refer to 2 C.F.R. § 200.306 for more information about types of match and match requirements.**

Subrecipients must maintain records which clearly show the source, amount, and timing for all matched contributions. In addition, if a recipient or subrecipient has included a match that exceeds the required matching portion within the approved budget, the records of those additional amounts must be included and maintained as if they are a part of the regular match amount. Supporting documentation must be provided to CIP with each cash request.

The most common error found during the final financial reconciliation and closeout of an award is the failure to properly report matching funds. The full matching share provided (both cash and in-kind) must be reported on the Final Report submitted at the end of the award period. If the matching share is not reported, CIP will assume the recipient did not meet the required match and may initiate collection of a cash match from the recipient.

7. **Procurement Standards—General Guidance.** The Procurement Standards in the Uniform Guidance at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326 detail requirements and restrictions imposed on Subrecipients that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

For procurement transactions using federal award funds, the Subrecipient must use its own documented procurement procedures consistent with applicable state, local, and tribal laws and regulations. Procurement procedures must be formally documented by the Subrecipient and periodically reviewed to ensure compliance with applicable regulations. A state must follow the same policies and procedures it uses on the state's own procurement for its non-federal funds.

Subrecipients must maintain written standards of conduct covering conflict of interest and employee participation in selection, award and administration of contracts. Subrecipients must also ensure that contractors perform in accordance with the terms, conditions and specifications of their awards. Contracts should only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of proposed procurements. Records that detail the history of all procurements must be maintained and should include, but not limited to:

- Rationale for the method of procurement;
- Selection of contract type;
- Contractor selection and/or rejection process; and
- Basis for the contract prices.

Subrecipients are responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of the procurement. Subrecipients must:

- Have a documented process to check for organizational conflict of interest with potential contractors;
- Have a process in place to ensure that contracts are not awarded to contractors or individuals on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs; and

Subrecipient procedures must avoid acquisition of unnecessary or duplicative items. Where appropriate, lease versus purchase analysis should be performed as well as other appropriate analysis for determining the most economical method for obtaining items or services.

- Include any applicable provisions found at 2 C.F.R. § 200 Appendix II ("Contract Provisions for Non-Federal Entity Contracts Under Federal Awards") in all contracts made by Subrecipients under the federal grant award.

8. **Allowable Costs.** Allowable costs are those costs consistent with the principles set out in the Uniform Guidance 2 C.F.R. § 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. For more information about specific factors that affect whether costs are allowable, refer to 2 C.F.R. § 200, Subpart E, including the list of specific items of cost in 2 C.F.R. § 200.420 through 200.475.

Charges made to federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See 2 C.F.R. § 200.430.

- Charges must be supported by a system of internal controls that provides reasonable assurance that the charges are accurate, allowable and properly allocated.
- Documentation for charges must be incorporated into the official records of the organization.
- Support must reasonably reflect the total activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies.
- Where Subrecipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.
- In cases where two or more grants constitute one identified activity or program, salary charges to one grant may be allowable after written permission is obtained from the awarding agency.
- The Subrecipient must complete and keep on file, as appropriate in accordance with Federal law, the U.S. Citizenship and Immigration Services' Employment Eligibility Verification Form I-9 for individuals working under the award. This form is to be used by Subrecipients of Federal funds to verify that persons are eligible to work in the United States.

Examples of items that may support salaries and wages can include timesheets, time and effort reports, or activity reports that have been certified by the employee and approved by a supervisor with firsthand knowledge of the work performed. Payroll records should also reflect either after the fact distribution of actual activities or certifications of employee's actual work performed.

**9. Retention of Records.** Retention is required for purposes of federal and state examination and audit.

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final report. For more information, see 2 C.F.R. § 200.333. Records may be retained in an electronic format.

The retention requirement includes, if applicable: books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.

- Source documents may include copies of all awards, applications, and required recipient financial and narrative reports.
- Personnel and payroll records must include the time and attendance reports for all full-time and/or part-time individuals reimbursed under the award.
- Time and effort reports are also required for consultants.

**Exception to the 3-Year Retention Period**

The 3-year retention period starts from the date of submission of the final program and fiscal report. The following are exceptions to the standard record retention period:



- If any litigation, claim, audit, or other action involving the records has started before the expiration of the 3-year period, the records must be retained until all issues involving the records have been resolved and final action taken.
- When notified by the CIP to extend the retention period.
- Records for equipment acquired with federal funds must be retained for 3 years after the final disposition.

10. Remedies for Noncompliance. If the CIP finds that the Subrecipient has failed to comply with federal statutes, regulations, or the terms and conditions of a subaward, additional conditions may be imposed as described in 2 C.F.R. § 200.207. However, if it is determined that noncompliance cannot be remedied by imposing additional conditions, the CIP may take one or more of the following actions under 2 C.F.R. § 200.338:

- Temporarily withhold cash payments pending correction of the deficiency or more severe action by the grant-making component or pass-through entity;
- Disallow all or part of the cost of activities or actions not in compliance;
- Wholly or partly suspend or terminate the federal subaward;
- Designate the Subrecipient as a high-risk Subrecipient;
- Withhold future awards for the project or program; or
- Take other remedies that may be legally available.

11. Termination. An award may be terminated in whole or in part as follows:

- By the CIP for failure to comply with the terms and conditions of an award;
- By the CIP for cause;
- By the CIP with consent of the Subrecipient, in which case the two parties must agree upon termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated; or
- By the Subrecipient upon sending the CIP written notification including the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if the CIP determines that partial termination of the subaward will not accomplish the purposes for which the subaward was made, then CIP may terminate the subaward in its entirety.

The CIP will provide the Subrecipient with notice of termination. If the subaward is terminated for failure to comply with the statutes, regulations, or terms and conditions of the subaward, the notification must state that the termination decision may be considered in evaluating future applications received from the non-federal entity.

When a subaward is terminated or partially terminated, the CIP and the Subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

## GRANT AGREEMENT EXHIBIT B



## INDIANA SUPREME COURT

COURT IMPROVEMENT PROGRAM GRANT APPLICATION

Application Deadline: August 29, 2018

Return completed form to [cip@courts.in.gov](mailto:cip@courts.in.gov).

Applications must be received by 4:00 p.m. on August 29, 2018.

*This is a fillable form. Enter data in gray fields. Narrative fields are unlimited. Please do not include attachments.*

<b>Section 1. Application</b>			
Name of Applicant		Vigo County Circuit/Superior Court	
Address		202 Crawford Street	
City	Terre Haute	State	IN
Zip Code	47807		
Telephone Number	812-231-7465	Email Address	sarah.mullican@vigocounty.in.gov
Who should be contacted on matters involving this grant?			
Name	Glenna Cheesman	Title	Vigo County CASA Director
Address		141 Oak Street	
City	Terre Haute	State	IN
Zip Code	47807		
Email address	glenna.cheesman@vigocounty.in.gov		
Type of Request (select all that apply)	<input checked="" type="checkbox"/> Initial Grant Funding <input type="checkbox"/> Continued Grant Funding		
Funding Area (Select all that apply)			
<input checked="" type="checkbox"/> Basic Court Improvements <input type="checkbox"/> Data Collection and Analysis <input type="checkbox"/> Training and Education <input type="checkbox"/> Other-please specify			
Total Program/Project Cost			
Amount of CIP Funds Requested	\$37,260.00	Total Match to be provided	\$9,315.00
		Amount of Cash match	
		Amount of In-kind contributions	\$9,315.00
<b>Section 2. Project Abstract</b> - Summarize the proposed program/project in 400 words or less. The abstract should briefly describe the program/project purpose, the population to be served, and the activities that the applicant will implement to achieve the program/project's goals and objectives.			
<p>The Vigo County Circuit/Superior Court have filed this application to request Court Improvement Program grant funding to begin a Children in Need of Services (CHINS) and Termination of Parental Rights (TPR) Mediation Program. Implementation of the Mediation program will allow the Court to maintain family integrity and achieve permanency for children as quickly and efficiently as possible, utilizing the proven tool of mediation.</p> <p>The goal of the Vigo County Circuit/Superior Court CHINS and TPR Mediation Program is to offer parties a collaborative approach to enhancing the well-being of the affected children. Relying upon evidence-based practices, the Vigo County Circuit/Superior Court CHINS and TPR Mediation Program will provide mediated resolution of cases at an early stage in the process. Mediation will typically occur after the initial hearing, but before any fact-finding or dispositional hearing, aiming to implement necessary services more quickly and reduce the number of contested hearings.</p>			
<b>Section 3. Project Narrative</b> - The project narrative must include the following information:			

**A. Project Description - What will your program/project do? Clearly describe the program/project that grant funds will support. Provide the program/project goal(s) and the activities that will be undertaken to accomplish the goal(s).**

Mediation will be scheduled for one (1) day each week, but is expected to expand with time. As part of the initial hearing, the presiding Judge will appoint a CASA and order the parties to attend mediation prior to a CHINS or TPR fact-finding hearing. The court order will assign a designated mediator and shall prescribe the date, time and location of the mediation. Sessions will be set initially for two (2) hours, but it is hoped that the experience will eventually allow the process to be completed in one (1) hour.

Once mediation occurs and a plan is accepted by all parties, the plan will then be signed and e-filed within 24hrs for judicial approval. This accelerated process will allow the parties to immediately implement the plan with everyone working toward an obtainable resolution that is in the best interests of the children involved. The Court will continue to maintain normal oversight of the case with periodic reviews and permanency hearings and associated reports.

**B. Statement of Need - What is your program/project needed and whom will it serve? Explain why there is a need for the program/project. Provide specific information, including relevant research and data, detailing the need. Explain how that need is currently being met. Include information about the specific population that will be served**

Vigo County Circuit/Superior Court believes that the proposed program is needed in order to manage the mushrooming numbers of CHINS and TPR cases. The Mediation Program will help families become partners in an efficient, collaborative process to better the lives of parents and children.

CHINS filings in Vigo County have risen steadily since 2010, and are projected to continue to increase, according to figures at: <https://publicaccess.courts.in.gov/ICOR/>.

2018 (projected):	626
2017	435
2016	463
2015	383
2014	344
2013	297
2012	266
2011	181
2010	110

TPR Filings in Vigo County has also continued to increase since 2010. Per numbers provided by <https://publicaccess.courts.in.gov/ICOR/>.

2018 (projected):	202
2017	129
2016	55
2015	95
2014	67
2013	83
2012	30
2011	62
2010	60

Currently the Vigo County CASA program employs 5 full time staff members, 8 part-time staff member and 70 volunteers. The program currently has 780 children assigned to the program, with 90 children waiting for a CASA.

**C. Objectives- What will this program/project achieve? Clearly identify the specific, measurable outcomes your**

program/project will achieve. Please address (1) what, if any, specific results will be produced; (2) how many clients (individuals/families) will you serve; (3) what specific and measurable outcomes are expected.

**The initial goal of the program is to mediate four (4) to six (6) cases per week. This would result in mediation of 207-290 cases over the course of a year reducing the court case load by 25-35% and reducing the wait list of the CASA program.**

**D. Performance Measures -** How will you know if the program/project has been successful in achieving the outcomes? Clearly describe in detail how progress towards the stated outcomes will be evaluated and tracked and who will be responsible for project evaluation. Include a description of the methods that will be used to evaluate the program/project and what data will be collected.

**The Vigo County Circuit/Superior Court will begin collection of data at the outset of the Mediation Program from CASA, DCS and the Court itself. The data collection will include the type of case, dates, number of children and adults involved, case demographics, services recommended, whether the parties are self represented or represented by counsel and whether the case was successfully mediated. Additional reports will be filed with the Court by both DCS and the assigned staff CASA, documenting case progression, compliance and obstacles to case closure.**

**Additionally, the Mediation Program will collect the required information and data to be submitted as a condition of receiving the CIP grant.**

#### Section 4. Sustainability Plan

CIP grants should not be considered indefinite funding for programs/projects. If you are requesting start-up or continuation grants, you are required to include a sustainability plan that describes what will be done to continue funding the program/project after the CIP grant ends. This plan should include potential funding streams, any local funding already available for this program/project, and strategies to ensure the program/project can sustain itself once CIP funding is no longer available.

This application request is for a Start Up fund. Future potential funding sources have not yet been determined. However, we anticipate applying for support from the Vigo County General fund monies and additional grant sources. We are also considering financial contributions from families that have the resources to do so, and utilizing fees based upon the federal poverty level sliding scale.

#### Section 5. Budget Detail Worksheet

Use the auto-calculating budget chart to submit a proposed budget for the program/project. The budget narrative and justification must be consistent with and support the project narrative. The budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how the cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, historical records. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.

	<i>Amount of CIP Funds Requested</i>	<i>Cash Match</i>	<i>In-Kind Match</i>	<i>Total Cost</i>
Personnel (include taxes and benefits)	\$0.00	\$0.00	\$0.00	\$ 0.00
Contracted Services	\$39,150.00	\$0.00	\$0.00	\$39,150.00
Supplies	\$0.00	\$0.00	\$0.00	\$ 0.00
Equipment	\$0.00	\$0.00	\$200.00	\$ 200.00
Education/Training	\$0.00	\$0.00	\$250.00	\$ 250.00
Travel	\$0.00	\$0.00	\$0.00	\$ 0.00
Other	\$0.00	\$0.00	\$12,600.00	\$12,600.00
<b>Totals</b>	\$39,150.00	\$ 0.00	\$13,050.00	\$52,200.00

## Section 6. Budget Narrative

Please provide a detailed description of the budget items, justifying the cost by showing a relationship to the project activities.

**A. Personnel:** indicate each position name/title, project duties and responsibilities, level of effort (percentage of time that the position contributes to the project), the salary amount for each position and the fringe benefit rate used with a clear description of how the computation of fringe benefits was done (the justification must detail the elements that comprise the fringe benefits, e.g., FICA).

The existing CASA Administrative Assistant will be moved to full time under the Juvenile Court budget to facilitate the Mediation Program with the following services: assignment of the mediator, processing payment claims with auditor, organizing the mediation schedule, sending out notifications, and e-filing mediation agreements for judicial approval. The assigned Staff CASA will be responsible for providing the Court with updates on the progress of the case. The DCS attorney will be responsible for mediation summaries. Vigo County CASA will support the program by maintaining data collection and completing quarterly and annual reports. Security will be provided by the Vigo County Sheriff's Department at the Vigo County Annex. Mediation will take place during normal business hours.

**B. Contracted Services:** list the name of each contracted provider, provide a description of the product or service to be provided, the contracted rate, estimated the time to be spent on the project, and all expenses to be paid from the grant to the contracted provider.

The Mediation Program will contract with certified mediators who have substantial experience with alternative dispute resolution in domestic relations cases. The Court will compensate mediators at \$90 per hour, for a maximum of two (2) hours.

**C. Supplies:** List supplies by type, e.g., office supplies, postage, laptop computers, software, printers, copies. The justification must include an explanation of the type of supplies to be purchased and how it relates back to meeting the project objectives. Describe the basis for the costs, specifically the unit cost of each item, number needed and total amount.

The Vigo County Circuit/Superior Court does not anticipate a need for equipment expenses at this time. A computer will be provided by the Vigo County CASA program for purpose of mediation. The estimated value is \$200.

**D. Education/Training:** List the cost/fees associated with hosting/providing/sponsoring conferences and training events.

If awarded the CIP Grant, the Court plans to host a seminar to explain the CHINS and TPR Mediation program to local attorneys, Vigo County DCS legal staff, Vigo County Public Defenders, Vigo County CASA and judicial officers. The Court will contribute \$250 from its general fund to supply handouts and to provide the training room and refreshments.

**E. Travel:** Briefly note the purpose of the travel. Specify the costs associated with travel (e.g., mode of transportation, accommodations, per diem. For mileage, specify the number of miles and the cost per mile. For air transportation, specify the costs. For per diem, specify the number of days and daily cost. For lodging, specify the number of nights and daily cost.

List all travel expenses necessary for carrying out the grant program, including the cost of attending grant related training or conferences. The basis for calculation is the current state rate. Current rates are .38 cents per mile, \$26 per day for meals (\$6.50 for breakfast, \$6.50 for lunch, and \$13 for dinner), and reasonable government rates for lodging. See the Indiana Department of Administration web page at <https://www.in.gov/idoa/2459.htm> for further information.

The Vigo County Circuit/Superior Court does not anticipate a need for travel expenses at this time.

**F. Other:** For costs not specifically identified above, list its purpose, quantity, unit cost and budget total. Costs that fall under "Other" would include: rent, utilities, client incentives.

The Vigo County Circuit/Superior Court does not anticipate any additional expenses at this time. The Vigo County Commissioners will supply program space, utilities, IT and Internet services at the current market rate of \$2421 per month as an in-kind match.

## Section 7. COORDINATION WITH OTHER PROGRAMMING

☒ Unrepresented Litigants Programming ☐ VASIA Programming

<input type="checkbox"/> Pro Bono Programming	<input type="checkbox"/> Family Court Grant
<input type="checkbox"/> ADR Plan with \$20 increased filing fee	<input type="checkbox"/> Court Reform Grant
<input checked="" type="checkbox"/> Problem Solving Courts (please describe)	Family Recovery Court to be implemented in 2019.
<input checked="" type="checkbox"/> Other (please describe)	CASA/GAL

### CERTIFICATION

I have read the foregoing application and proposed budget, and I certify that the statements are true, complete and accurate to the best of my knowledge. If awarded a grant under this proposal, I agree to comply with any resulting terms and conditions and agree to use the funds in the manner outlined in this application. I also understand and agree that the CIP reserves the right to reduce the grant award or terminate the grant at any time if it becomes apparent that the grant funds are not being used or will not be expended by the end of the grant period.

*Signature of Judge or Authorized Representative of the Court:*

(Electronic signature is acceptable: i.e., the indicator /s/ followed by the person's name)

SARAH K. MULLICAN

Printed Name of Authorized Representative

Judge, Vigo Circuit/Superior Court

Title of Authorized Representative

Sarah K. Mullican

Signature of Authorized Representative

August 29, 2018

Date Signed

## JOB CLASSIFICATION REVIEW FORM

### County of Vigo, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

☛ Attach additional pages as needed; return to HR

Job title: Administrative Asst. Payroll no. on salary ordinance: COMA  
Department: CASA Date: \_\_\_\_\_  
☒ Full-time ☐ Part-time ☐ Exempt ☒ Non-exempt  
Current pay grade: \_\_\_\_\_ Requested pay grade: \_\_\_\_\_  
Current pay \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed pay \$ 16.23 per hr.  
Employee(s) in this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TYPE OF ACTION REQUESTED

- ☒ Create position ☐ Abolish position ☐ Seniority review  
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues  
☒ Reclassification due to change in duties, responsibilities, work conditions, etc.  
☐ Other *Please describe:*

#### Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

See Attached

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no  
If yes, describe date and outcome of that request:

N/A.

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☐ yes ☒ no If not, explain why the existing description is no longer accurate:

N/A

**Questions 4 through 8 to be completed by Elected Official/Department Head**

4. Are the job functions described on this form currently being performed by your office/ department?

☒ yes ☐ no If yes, name those job title(s) and classifications:

Job title: Administrative Asst

\*Classification: COMOT- PT-Grant funded.

Job title: \_\_\_\_\_

\*Classification: \_\_\_\_\_

Job title: \_\_\_\_\_

\*Classification: \_\_\_\_\_

*\* Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? ☒ yes ☐ no

If yes, specify statute citation and/or case:

See Attached

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:

See Attached

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If yes, please describe, including estimated costs:

N/A

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

See Attached



**AUTHORIZATION BY EMPLOYEE:**

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

\_\_\_\_\_  
Employee signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Employee signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Employee signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Employee signature      Date: \_\_\_\_\_

**AUTHORIZATION BY APPOINTING AUTHORITY:**

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☒ agree ☐ disagree.  
If *disagree*, please comment:

\_\_\_\_\_  
\_\_\_\_\_  
I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.

Glenna Cheesman      Date: 2/4/19  
Signature of Elected Official/Department Head

Glenna Cheesman  
Name typed or printed

# **New Position/Added Employee Request Policy and Procedure**

## **County of Vigo, Indiana** *an Equal Opportunity Employer*

This policy and procedure is intended to assist the Vigo County Council in evaluating requests for new positions and/or added employees, as specified by IC 36-2-5-3, that authorizes the county fiscal body to fix the job classification, compensation, and number of officers, deputies, and employees.

### **I. TERMS AND CONDITIONS**

The Vigo County Council establishes the following terms and conditions for evaluating requests for new positions and/or added employees:

- A. Offices/departments submitting such requests shall provide all necessary information on forms prescribed by Council, and shall follow the procedures set forth by Council.
- B. Offices/departments submitting such requests may be subject to an organizational assessment of office/department operations. This may involve recommendations for alternative methods of accomplishing the proposed job functions, such as reorganization, adjusting work hours/shifts, utilizing part-time personnel, independent contracting, equipment, and/or new technologies.
- C. New position and/or added employee requests will be subject to available funding. Positions funded in whole or in part by special funding sources, such as grants and/or user fees, may be abolished, if such funding is no longer forthcoming.
- D. New position and/or added employee requests should follow a long-range organizational plan.
- E. An authorized new position, classification, and salary shall be included in the appropriate office/department annual budget.

## II. PROCEDURES

In order to provide a systematic method to process new position and/or added employee requests, offices/departments submitting requests shall use the following steps:

- STEP 1: Obtain a *Job Classification Review Form* from Human Resources (HR) and complete the form.
- If requesting added employee(s) for an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach to the *Job Classification Review Form* a copy of the existing job description with your revisions marked.
  - If requesting a new position, complete a job questionnaire for the appropriate job category (from Human Resources) and return to the HR for preparation of a draft job description. Attach the draft to the *Job Classification Review Form*.
- STEP 2: Submit the completed *Job Classification Review Form* and supporting documentation described above to HR.
- STEP 3: The *Job Classification Review Form* and related documentation will be submitted with a presentation before the County Council.
- STEP 4: The request will be assessed, including review of the organizational plan, probable funding impact, and alternative methods of performing the proposed job functions.
- STEP 5: An assessment report will be prepared and submitted to the County Council.
- STEP 6: The County Council will review and evaluate the new position/ added employee request, supporting documentation, and assessment report, and will submit a recommendation for approval/denial.
- STEP 7: County Council shall review all pertinent information and shall make a final determination for approval/denial.

**Job Classification Review Cond.**

1. By moving the current position from part-time to full time the Administrative Assistant continues with their current duties to the CASA program and will additionally oversee the administration duties of the Mediation program. Additional duties will include: assignment of the mediator, processing payment claims with auditor, organizing the mediation schedule, sending out notifications, data entry and collection of data: outset of the Mediation Program from CASA, DCS and the Court including the type of case, dates, number of children and adults involved, case demographics, services recommended, whether the parties are self represented or represented by counsel and whether the case was successfully mediated, documenting case progression, compliance and obstacles to case closure, e-filing mediation agreements for judicial approval and coordination of assigned Staff CASAs. Currently the position is grant funded for 29 hours at part time status. With the increase of cases in Vigo County, the current 29 hours are already crammed packed with standing duties. Moving this position to full time will allow for better task management and job performance. Creating this position will additionally alleviate congestion within the current court staff. Vigo County Circuit/Superior Court believes that the proposed program is needed in order to manage the mushrooming numbers of CHINS and TPR cases. The Mediation Program will help families become partners in an efficient, collaborative process to better the lives of parents and children.

Currently the Vigo County CASA program employs 5 full time staff members, 8 part-time staff member and 64 volunteers. The program currently has 780 children assigned to the program, with 102 children waiting for a CASA.

5. State courts are looking for new alternative ways to lessen the congestion in courts as well as to make progress of courts quicker and more directive towards services. The Vigo County Circuit/Superior Court have created the Children In Need of Services (CHINS) and Termination of Parental Rights (TPR) Mediation Program to allow the Court to maintain family integrity and achieve permanency for children as quickly and efficiently as possible, utilizing the proven tool of mediation.

The goal of the Mediation Program is to offer parties a collaborative approach to enhancing the well-being of the affected children. Relying upon evidence-based practices, the Vigo County Circuit/Superior Court CHINS and TPR Mediation Program will provide mediated resolution of cases at an early stage in the process. Mediation will typically occur after the initial hearing, but before any fact-finding or dispositional hearing, aiming to implement necessary services more quickly and reduce the number of contested hearings.

6. CHINS filings in Vigo County have risen steadily since 2010, and are projected to continue to increase, according to figures at: <https://publicaccess.courts.in.gov/ICOR/> .

2017	435
2016	463
2015	383
2014	344
2013	297
2012	266
2011	181
2010	110

TPR Filings in Vigo County has also continued to increase since 2010. Per numbers provided by <https://publicaccess.courts.in.gov/ICOR/>.

2017	129
2016	55
2015	95
2014	67
2013	83
2012	30
2011	62
2010	60

Although 2018 numbers are not posted yet, Vigo County CASA had 1177 active cases in 2018 with 102 on the wait list. Now in 2019 Vigo County CASA has already 590 active cases within the program which is already over half of what Vigo County CASA had assigned in 2018 and is already projected to surpass 2018's numbers again.

The mediation is a program that with successful implementation can result in more cases being resolved and successfully closed out and lessen the congestion within our courts. The Administrative Assistant position is the key element in making sure that the program is implemented efficiently and affectively.

8. Mediation Program will provide mediated resolution of cases at an early stage in the process. Mediation will typically occur after the initial hearing, but before any fact-finding or dispositional hearing, aiming to implement necessary services more quickly and reduce the number of contested hearings. The initial goal of the program is to mediate four (4) to six (6) cases per week. This would result in mediation of 207-290 cases over the course of a year reducing the court case load by 25-35% while reducing the wait list of the CASA program. The Administrative position at full time status will assume these additional duties so that the current court staff is not burdened with additional workload. The courts are already consumed with an overloaded docket and mediation will provide a more efficient court process and smaller backlog.

**BRADLEY M NEWMAN**  
**CLERK OF THE CIRCUIT COURT**

43<sup>rd</sup> JUDICIAL CIRCUIT

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February 8, 2019

Ref: Vigo County Council Request

It is respectfully requested that the following be discussed at the March 12, 2019 Council Meeting.

In 2018, the Clerk of the Circuit Court during the budget meeting, asked the Budget committee to address issues with the current pay scale for election workers and the amount of compensation for their food allotment for election day.

As of today, the Clerk has not received a response from either the Budget committee or the Auditors Office.

Currently poll workers on Election day make the following:

Inspectors: \$140, Rep. Judge: \$110, Dem. Judge \$100, Epoll Book Clerks \$100, Exit Clerk \$100.

These poll workers work 13 to 14 hours and some more than that. With exception of the Inspector and the Rep. Judge, this is not even minimum wage.

Poll workers working early vote centers make \$10.20 an hour as they are considered part time employees.

The following is what was purposed:

Inspectors: \$175, Rep. Judge \$150, Dem. Judge \$140, Epoll book clerks: \$140, Exit Clerks: \$140

This would increase payroll \$195 per vote center on Election Day. We also propose that the amount of compensation be increased for their meal allotment from \$21 a day to \$30 for the day.

(Cont. pg. 2)

We would also propose that the Election pay be increased to the Election Board by the following:

1<sup>st</sup> Election Board Member – Newman – Current Semi Annual - \$2250, New Semi Annual \$3250

2<sup>nd</sup> Election Board Member – Anderson – Current Semi Annual – \$1250, New Semi Annual \$1550

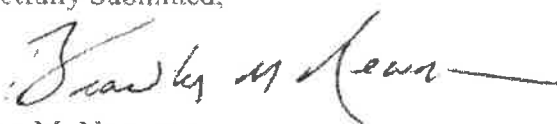
3<sup>rd</sup> Election Board Member – Andrews – Current Semi Annual - \$1250, New Semi Annual, \$1550

Clerk to Election Board – Moore – Current Semi Annual - \$1875, New Semi Annual \$2675

Asst. Election Board Member – Arnold – Current Semi Annual - \$700, New Semi Annual, 1,000

Asst. Election Board Member – Kessler – Current Semi Annual - \$700, New Semi Annual, \$1,000

Respectfully Submitted,



Bradley M. Newman  
Vigo County Clerk



33 SOUTH STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921

**VIGO COUNTY COUNCIL**  
**Minutes**  
**Tuesday, February 12, 2019 at 6:00 P.M.**  
**Council Chambers, Vigo County Annex**

**Pledge of Allegiance**

President Loudermilk called the meeting to order and led the Pledge of Allegiance.

**Calling of the roll**

**Present:** Lisa Spence-Bunnett, Chris Switzer, Vicki Weger, Mike Morris, Jim Mann, Aaron Loudermilk.

**Absent:** David Thompson

**Corrections to the Journal of the preceding meeting**

a. ***October 9, 2018***

**Motion:** to approve, **Action:** Approved, **Moved by:** Vicki Weger, **Seconded by:** Mike Morris.

Motion passed (summary: Yes=4, No=0, Abstain=2)

Yes= Vicki Weger, Mike Morris, Jim Mann, Aaron Loudermilk

Abstain= Chris Switzer, Lisa Spence-Bunnett

***October 22, 2018***

**Motion:** to approve, **Action:** Approved, **Moved by:** Mike Morris, **Seconded by:** Vicki Weger.

Motion passed (summary: Yes=4, No=0, Abstain=2)

Yes= Vicki Weger, Mike Morris, Jim Mann, Aaron Loudermilk

Abstain=Chris Switzer, Lisa Spence-Bunnett

***November 13, 2018***

**Motion:** to approve, **Action:** Approved, **Moved by:** Vicki Weger, **Seconded by:** Jim Mann.

Motion passed (summary: Yes=4, No=0, Abstain=2)

Yes= Vicki Weger, Mike Morris, Jim Mann, Aaron Loudermilk

Abstain= Chris Switzer, Lisa Spence-Bunnett

***January 8, 2019***

**Motion:** to approve, **Action:** Approved, **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Vicki Weger.

Motion passed unanimously.



## Public Comment

### *Those who spoke addressed the Council:*

Andre Kummerow- 2129 N. 11<sup>th</sup> Street, Terre Haute, IN 47804

Liz Brown- 2129 N. 11<sup>th</sup> Street, Terre Haute, IN 47804

- a. ***Abatements for Futurex Industries.*** - Lou Britton and David Elliot (Vice President of Futurex) presented Resolution 2019-01 a petition for a 10 year Personal Property Tax Abatement and Resolution 2019-02 a petition for a 10 year Real Property Tax Abatement for Futurex Industries. **Motion:** to consider Resolutions 2019-01 and Resolution 2019-02 regarding personal property and real property tax abatements for Futurex Industries, Inc on the first reading, **Action:** Approved, **Moved by:** Jim Mann, **Seconded by:** Vicki Weger. Motion passed unanimously.
- Motion:** to approve Resolution 2019-01 and Resolution 2019-02 to meet the requirements of the first reading in preparation of our assignment to the committee by tonight, **Action:** Approved, **Moved by:** Jim Mann, **Seconded by:** Vicki Weger. Motion passed unanimously.

## Communications from elected officials of the County

Council woman Weger discussed a job classification compensation maintenance plan that was adopted by Vigo County Council effective January 31, 2016 to be acted upon for the 2020 budget. The deadline for the departments to submit is March 29, 2019.

Councilman Morris discussed the MPO; Metropolitan planning organization; that he attended. They discussed the overpass on 13<sup>th</sup> and 8<sup>th</sup> Ave, applying guard rails to the overpass on 19<sup>th</sup> Street, and it was also anticipated the pathway to West Terre Haute may not cost as much as originally projected.

Councilwoman Bunnett stated her and Kylissa Miller, Council Administrator, have been working together to find alternative ways to improve the Vigo County website. Also she is trying to set up meetings for the County Councilman and City Councilman to get together for the public to present their ideas to better improve Vigo County. She also presented from a proposed amendment to rule 4 of the Vigo County Council Rules. **Motion:** to approve the language amending Rule 4 as shown in an attachment, **Action:** Denied, **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Chris Switzer.

Motion denied. (Summary: Yes=3, No=3, Abstain=0)

Yes= Lisa Spence-Bunnett, Chris Switzer, Jim Mann

No= Vicki Weger, Mike Morris, Aaron Loudermilk

Councilman Mann asked about amending the committee meeting minutes.

President Aaron Loudermilk stated he's been working with Commissioner Brendan Kearns to find a way to stream public meetings with the County Council and County Commissioners. He also discussed working with Council Administrator Kylissa Miller, in exploring the Nixle System. This system would be an alert system for any subscriber through email and text messages to be aware of any updates that would apply to the County.

**Communications from other officials or agencies**

There were none.

**Reports from standing committees**

There were none.

**Reports from select committees**

There were none.

**Ordinances relating to appropriations**

**a. Budget Adjustment Committee**

- i. ***Additional Appropriation Ordinance 2019-01 Building Maintenance County General Fund.*** The request was withdrawn by the department.

- ii. ***Additional Appropriation Ordinance 2019-02 Local Health Dept. Trust Fund.*** The Health Department submitted a request of an additional appropriation for salaries \$4,472.00 and social security/FICA \$367. This corrects an error in calculation to fund 29 hours per week for a part time position instead of 20 hours per week. **Motion: Action: Approved, Moved by: Mike Morris, Seconded by: Vicki Weger.**  
Motion passed unanimously.

**b. Personnel Committee**

- i. ***Salary Ordinance 2019-04 Parks Non-Reverting Operating Fund***

The Vigo County Parks and Recreation Department is requesting a Maintenance Specialist position for the Griffin Bike Park. **Motion:** to approve Salary Ordinance 2019-04 Parks Non Reverting Operating Fund. **Action:** Denied, **Moved by:** Chris Switzer, **Seconded by:** Lisa Spence-Bunnett. Lisa Spence-Bunnett withdraws her motion.  
Motion denied due to no second.

- ii. ***Transfer 2019-01 Parks Non-Reverting Operating Fund***

Resolution was not acted upon since Salary Ordinance 2019-04 was not approved.

**Honorary Resolutions**

There were none.

**Resolutions relating to fiscal policies of the Council**

There were none.

**First reading by summary reference of proposed ordinances and resolutions**

President Aaron Loudermilk assigned the Request of Council to committees for further review.

**Appointments**

There were none.

**Adjournment**

**Motion:** to adjourn at 8:03 PM, **Action:** Adjourn, **Moved by** Vicki Weger, **Seconded by** Lisa Spence-Bunnett.

Motion passed unanimously.

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#### **RULE 4**

During an initial portion of each regular meeting of the County Council any resident person may be permitted to address the Council on matters germane to matter within the powers of the council upon recognition by the presiding officer. The length of statement of such persons or group representative may be limited to three (3) minutes or less, except in such cases in which the presiding officer may extend additional time. Written materials submitted by such persons, not unreasonably voluminous, may be distributed to members of the Council to supplement remarks.

#### **Rule 4 Proposed Amendment**

Comment by any resident person or group representative will be allowed at these times during a County Council meeting:

- 1) During the initial portion of a regular meeting, comments not related to agenda items may be offered
- 2) After the initial presentation of each agenda item, comments related to that agenda item may be offered

A resident person or group representative offering comment must be recognized by the presiding officer. The length of statement of such persons or group representative may be limited to three (3) minutes, except in such cases in which the presiding officer may extend additional time.

Written materials submitted by such persons, not unreasonably voluminous, may be distributed to members of the Council to supplement remarks.

#### **Justification for this Proposed Change**

1. Promotes public understanding of complex issues and trust in County Council proceedings
2. Most items decided by Council would not invite public comment
3. Ability to hear presentation may actually shorten/focus comments to be made

**VIGO COUNTY COUNCIL  
BUDGET ADJUSTMENTS COMMITTEE**

**Minutes**

**Wednesday, February 20, 2019 at 4:15 P.M.  
Council Room, Vigo County Annex**

**Pledge of Allegiance**

Councilman Jim Mann called the meeting to order and led the Pledge of Allegiance.

**Calling of the roll**

**Present:** Jim Mann, Mike Morris, Lisa Spence-Bunnett

**Public comment**

There were none.

**Communications from elected officials, other officials, and agencies of the County**

Jim Mann commented about the Budget Adjustment Committee meeting minutes that were included in the 02/12/2019 agenda packet page 48. It states, "19-007 Encumbrances/ All funds were reviewed by the Budget Adjustment Committee with two separate meetings with the Auditor's Office present". He would like to change the proper wording to, "19-007 Encumbrance process was reviewed by the Budget Adjustment Committee with two separate meetings with the Auditor's office present. **Motion:** change the notes from the last Budget Adjustment Committee meeting to read the encumbrances process was reviewed by the Budget Adjustment Committee, **Action:** Approved, **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Mike Morris. Motion passed unanimously.

**Requests of Council**

***ROC #19-010 Drug Court Fund: Additional Appropriation, Office Furniture***  
Mallory Pugh, Case Manager, is requesting an additional appropriation to purchase new office furniture for the new facilities and additional staff. **Motion:** favorable recommendation to full council, **Action:** Approved, **Moved by:** Mike Morris, **Seconded by:** Lisa Spence- Bunnett. Motion passed unanimously.

***ROC #19-011, Prosecutor- Seized Asset Fund: Additional Appropriation Vehicle***  
There was no representation from the Prosecutor's office. There is a request of an additional appropriation for \$23,000.00 to the Equipment New line item in Seized Assets (4967). This will be used to purchase a vehicle for THPD. **Motion:** move to full council with no recommendation, **Action:** Approved, **Moved by:** Mike Morris, **Seconded by:** Lisa Spence-Bunnett. Motion passed unanimously.

***ROC # 19-012, Coroner- County General Fund: Additional Appropriation  
Transportation of Corpse***

Donna Weger, Deputy Coroner/Office Manager, is requesting an additional appropriation in the amount of \$55,000 to 1000.32850.000.0007 Transportation of Corpse. The Commissioners recently approved a contract allowing for a payment of \$25,000 to Curtis Lyle for past services and based on recent numbers she is projecting an additional \$30,000 will be required by the end of the year. **Motion:** to reduce the \$55,000 down to \$25,000, **Action:** withdrawn, **Moved by:** Lisa Spence-Bunnett.

After further discussion, **Motion:** favorable recommendation to move to full council with the total amount requested, **Action:** approved, **Moved by:** Mike Morris, **Seconded by:** Lisa Spence-Bunnett.  
Motion passed unanimously.

***ROC # 19-013, Juvenile Center-County General: Additional Appropriation,  
Foods***

James Jenkins, Director of the Juvenile Justice Center, is requesting \$50,000.00 to be added to the Vigo County Juvenile Justice Center General Fund Account. This money is to pay for meals for the detainees at the Juvenile Justice Center. **Motion:** favorable recommendation to move to full council with the total amount of \$50,000.00 requested, **Action:** Approved, **Moved by:** Mike Morris, **Seconded by:** Lisa Spence-Bunnett.  
Motion passed unanimously.

***ROC 19-014, Auditor-County General: Additional Appropriation, Professional  
Services.***

James W. Bramble, Auditor, is requesting \$40,000 to be appropriated from County General fund to Peterson Consulting Services for capital assets and development of capitalization policy. **Motion:** to reduce the requested amount for ROC-19-014 from \$150,000 to \$40,000, **Action:** Approved, **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Mike Morris.  
Motion passed unanimously.

**Motion:** to approve the amended amount for the amended appropriation for ROC-19-014 of \$40,000 with a favorable recommendation to move to full council, **Action:** Approved, **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Mike Morris.  
Motion passed unanimously.

***Adjourn***

**Motion:** Adjourned at 5:40 PM: **Action:** Adjourn: **Moved by:** Lisa Spence-Bunnett, **Seconded by:** Mike Morris.  
Motion passed unanimously.